



EXHIBIT INTERACTOR POSITION DESCRIPTION

DEPARTMENT:	Public Programs & Special Events
IMMEDIATE SUPERVISOR:	Volunteer Coordinator
STATUS:	Adult Volunteer (unpaid)
HOURS:	4 - 8 Hours/Month; 6 Month Minimum

POSITION PURPOSE:

As an Exhibit Interactor, you help bring to life our exhibits by engaging guests through guided tours. In this role, you pose thought-provoking questions and encourage meaningful discussions to inspire a deeper understanding of science and history related topics. Exhibit Interactors are trained to deliver tours exploring the key themes of Culture, Nature and Innovation.

Volunteers in this role also monitor exhibit areas and provide support for the daily upkeep of supplemental activity stations. You should expect to spend the majority of time on your feet; however, accessibility accommodations will be made when needed.

DUTIES AND RESPONSIBILITIES:

- Participate in interpretive trainings to develop fresh, relevant and innovative experiences that will appeal to guests with diverse backgrounds and perspectives
- Meet with small groups (5 – 15 guests) to deliver 30 to 45-minute tours
- Provide wayfinding guidance and assistance to all Museum visitors
- Submit daily tour reports to Volunteer Coordinator (Number of attendees, exhibit checklist, guest feedback, etc.)
- Other duties as assigned, including providing support to Museum departments such as Guest Relations

SPECIAL AUTHORIZATION:

Exhibit Interactors have authorized access to all public museum areas, breakroom and Public Programs & Special Events office.

QUALIFICATIONS:

Candidates should be 18+ years of age, have strong public speaking skills, and an interest in education. Formal education experience is not necessary, but preferred.

TIME COMMITMENTS:

Exhibit Interactors must commit to 2 shifts (4 hours each) per month for a minimum of 6 months. On Thursdays and Fridays, group tours are available by appointment only and must be scheduled a minimum of 2 weeks in advance. Walk-in group tours occur on the first and third

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weekend of each month. On Saturdays, walk-in group tours are available at 11:30 a.m. and 1:30 p.m. On Sundays, walk-in group tours are available at 1:30 p.m.

Outside of tour times, volunteers conduct research using museum resources to build tour content and may be requested to assist with other tasks.

DISCLAIMER:

This is an unpaid volunteer position at the Museum of Science & History. This description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of volunteers assigned to this job, but provides a general overview of the expectations for this role.

ACKNOWLEDGMENT

I have read and understand the above position description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Volunteer (Print Name)

Date

Volunteer (Signature)

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