

FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

Job Posting

Job Title: Floor Staff
Location: Sloan Museum of Discovery
Department: Education
Reports to: Curator of Education and Outreach
FLSA Status: Non-Exempt

****This is Part Time Position working approx. 20 hours per week. Pay rate is \$12.50/HR, increasing to \$13.00/hr upon successful completion of the first ninety days****

GENERAL DESCRIPTION

Floor staff are an integral part of engaging visitors at the Sloan Museum of Discovery. Staff in this position will actively engage with and provide assistance to visitors as they explore the museum galleries. They will be knowledgeable about the museum's operations in order to aid visitors, volunteers, and staff. Floor staff will provide demonstrations, tours, and activities on gallery floors and in other program spaces, answer questions and provide information, and ensure that the galleries are clean and safe. This position will also assist the Exhibit department with minor on-the-floor exhibit maintenance.

RESPONSIBILITIES

- Engages in friendly, courteous, and welcoming interactions with visitors.
- Presents a positive, professional image as an ambassador for the museum.
- Greets and orients group and individual visitors, answers questions, provides information about shows, programs, events, and museum membership.
- Performs short demonstrations, tours, and activities throughout the museum.
- Initiates contact with visitors to enrich their experience.
- Monitors visitor experience while ensuring that museum galleries are clean and running smoothly. Identifies problems and issues and involves the appropriate museum staff to rectify them.
- Has a working knowledge of all exhibits and is able to instruct guests about exhibit operation and facilitate their interactions with the exhibits.
- Assists with the preparation of all instructional material for floor content and other Education and Outreach programs.
- Monitors exhibits to ensure that they are in good working order. Perform minor exhibit maintenance and report issues to the Exhibit department.
- Actively participates in ongoing trainings.
- Performs other duties as assigned. This will include providing support to other museum departments.

QUALIFICATIONS

- Floor staff **MUST** be able to interact with diverse audiences, staff, and volunteers with courtesy, tact, and respect.
- Must be welcoming, attentive, approachable, and responsive to our visitors and colleagues.
- Enjoy working with children and promoting child-directed play and learning.
- Excellent organizational, oral, and written communication skills.
- **MUST** be able to work collaboratively in a team environment.

- MUST be a self-starter who is able to work independently, without direct supervision. Must be able to problem-solve.
- Ability to work in a high-energy, fast-paced environment.
- Exceptional customer service skills.

EDUCATION AND/OR EXPERIENCE

- High school diploma required
- Background in education, STEM, and/or other applicable group presentation experiences, preferred.
- Must have reliable transportation and be willing and able to pass a background check.

Posting Date: 3.22.23 Posting will remain active until filled.

Apply to: Email resumes to hr@fcccorp.org

The Flint Cultural Center Corporation is an Equal Opportunity Employer