Job Title: DRUGS Exhibition Floor Manager

Department: Programs – reports to Assistant Director, Programs

Job Status: Full-time, temporary (August 21, 2023 – June 7, 2024)

Classification: Hourly, Non-Exempt
This position requires employees to work some weekends, holidays, and evenings. Weekly hours vary based on exhibit and programming needs.

Pay rate: $20-22 per hour

Location: The Health Museum – Due to the nature of the job responsibilities, this is an in-person position and is not eligible for remote work.

Job Description Summary:
The Health Museum's mission is to foster wonder and curiosity about health, medical science, and the human body through a variety of formats including exhibitions and education programs. The DRUGS Exhibition Floor Manager plays an important role in facilitating the guest experience during the run of DRUGS: Costs & Consequences, a traveling exhibition that was produced by the DEA Museum. The person hired for this position will be responsible for managing the daily operations, scheduling, and education tours of the exhibition. This highly collaborative position will interface daily with the Programs, Exhibits, and Guest Services departments. The DEA exhibit opens to the public October 1st and closes June 2, 2024; this position begins August 28, 2023 and ends June 7, 2024.

Job Responsibilities:

- Work with Programs staff to develop age-appropriate tour content and tour guidelines for DEA traveling exhibition, "Drugs: Costs and Consequences". Tour content will be for school groups (4-12th grade), college groups, and the general public.
- Assist with installation of the exhibition.
- Work with Reservations Coordinator to create schedules for school groups visiting the DRUGS exhibition.
- Serve as lead educator for DRUGS tours and programs.
- Train volunteers and interns as docents to deliver tours and answer questions from guests.
- Coordinate and schedule docents to ensure a volunteer or staff member is always present during operating hours.
- Collect/collate data and produce reports as needed.
- Work with Programs staff to co-coordinate monthly events centered around exhibition content (e.g., lectures, family days, workshops, etc).
- Represent The Health Museum to promote the exhibition at community events.

Qualifications:

- Associate’s, Bachelor’s, or graduate degree in a relevant major (e.g., science education, neuroscience, pharmacology, nursing). Experience and/or certifications in relevant field (e.g., substance abuse counseling) may substitute for degree.
- Enthusiasm for informal science and/or health education; willingness to do independent research with vetted resources as needed.
- Excellent interpersonal skills; emphasis on clear communication and the ability to conduct engaging and interactive conversations. Performance experience, classroom management, and/or customer service experience a plus.
- Experience with logistics which includes scheduling and managing a team of staff members or volunteers.
- Basic computer skills.
- Ability to be on feet for extended periods of time.
- Bilingual (English, Spanish) a plus.

This job description is not intended to be all-inclusive. Therefore, the employee may be required to perform other reasonably related duties as assigned by the supervisor or other management. The Health Museum reserves the right to revise or change job duties as business requirements dictate.

The Health Museum is an Equal Opportunity Employer and provides a Smoke-Free and Drug-Free Work Environment.

To apply for this position, submit a letter of interest and resume to hr@thehealthmuseum.org.