



VISITOR EXPERIENCE SPECIALIST

Supervisor: Director of Education
OT Status: Non-Exempt

As the Washington County Museum *Visitor Experience Specialist*, you'll be working with a dedicated and talented staff to amplify the museum's work at an evolving organization. To that end, you'll need to be hands-on, flexible, collaborative and innovative. From conducting museum tours to coordinating a docent program to engaging in community outreach, you'll carry much responsibility.

Washington County Museum is engaged in an ongoing process to identify inequities in our organizational culture and public programming. We are creating a socially just environment in which all people are welcomed, appreciated and valued. Applicants from historically underserved and/or under-represented communities are strongly encouraged to apply.

Job Summary

- Oversee visitor experience and museum front desk as the first point of contact for all visitors.
- Develop education materials for exhibits and programs as requested.
- Amplify the museum's work by initiating connections with schools and local organizations.
- Coordinate, plan, and implement a museum docent program.
- Plan, schedule, and lead on-site tours and learning sessions for all ages.
- Assist in organizing education materials.
- Assist with writing and research.
- Other duties as assigned.

Requirements

- Possess or be working towards a Bachelor's degree in education, communications, museum studies, history or a related field. Will consider relevant experience in place of formal education.
- Bilingual candidates preferred.
- General understanding and appreciation for Pacific Northwest history and culture.
- Demonstrated communication skills, both written and oral.
- 1-2 years educator, facilitator, and/or program leader experience in a camp, school, community center, care center or other learning environment.
- Experience with point of sale system, cash handling, and other front desk operations.
- Proficient in Microsoft Office Suite and Google Docs.
- Ability to lift and carry 15+ lbs, stand on feet for extended periods of time, and arrange furniture.
- Available to work Wednesday through Saturday during regular museum hours.
- Must pass background check.

This position is located at Washington County Museum on the Portland Community College - Rock Creek Campus at 17677 NW Springville Rd. Portland, OR 97229.

Pay range: \$14.00 to \$16.00 hourly. Up to 32 hours per week. Benefits include paid vacation, sick leave, free museum admission pass, and more.

To apply: Email your resume and cover letter explaining your interest in the position by September 14, 2018 at 5pm to visitorexperience@washingtontcountymuseum.org