



Position: Presenter – (posted 11/11/2015)

Team: Theaters

Reports To: Presentations Coordinator

General Summary

Provide support to Presentation and Theaters staff to greet groups, seat visitors, and monitor minor technical aspects during films and presentations; assist in other duties related to theaters programming. This position requires weekend and some evening availability.

Essential Job Functions

- Greet and orientate groups and visitors, while coordinating their movements throughout the Michigan Science Center based on a predetermined schedule.
- Interact with the public as an Explainer to further enhance exhibit galleries, including traveling exhibits and special events.
- Monitor the operation of theater and stage areas/equipment, immediately reporting any problems to appropriate support staff.
- Help maintain cleanliness in theaters, stages, lobbies, and support areas.
- Assist theaters staff in maintaining programming quality.
- Comprehend, memorize, and present scripted greetings and warnings to audiences.
- Provide additional support for special events, traveling exhibits, and outreach programming.
- Work as an Exhibit Explainer, interacting with visitors and doing small demos and personal guidance.
- Possibly travel to outreach locations to help with marketing events.

Knowledge, Skills & Abilities

- Ability to interact well with diverse audiences and patrons.
- Ability to learn quickly.
- Ability to work well with others at all levels and in teams.
- Ability to communicate professionally with coworkers, visitors, and the public.
- Ability to be at work and on time as needed.
- Ability to travel to offsite special events and to outreach locations.
- Ability to work a flexible schedule including evenings, nights, weekends, holidays and extended hour days.

Education

Bachelor's degree from an accredited and reputable college or university in business or public administration, theater or hospitality management or related field or equivalent combination of education and experience preferred.

Experience

Experience working with other staff members to provide excellent customer service to visitors. Experience following a defined daily schedule. Dramatic, improvisational, creative public speaking skills and experience preferred.

Physical Requirements

Vision: 100% - Must be correctable to 20/20.

Hearing: 100% - Must meet the FAA "best" standard for both ears.

Standing/Walking: 50% - Must be able to climb and descend stairs, ladders, catwalks and scaffolding.

Climbing/Stooping/Kneeling: <10% - Must be able to climb and work on ladders, catwalks, scaffolding, lifts; work on knees under equipment.

Lifting/Pulling/Pushing: <10% - Must be able to lift, walk and climb; move boxes on elevated shelving; and push carts up to 100 pounds.

Fingering/Grasping/Feeling: 100% - Must be able to type on a computer, answer phones, load film, and use specialized equipment and tools.

Working Conditions

Normally indoors and on-site with some special events, training and purchasing off-site. Multiple areas of daily responsibility throughout the museum on different levels requiring lots of walking, stairs and standing. High audio volume and low lighting theater and stage environments with open moving parts and machinery. Some behind the scenes areas that are steep, cramped, awkward, high, without safety rails, and require using lifts, ladders, scaffolding and safety harnesses.

Required In-house Training

- New Employee

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Michigan Science Center is an Equal Employment Opportunity Employer

Applying: Send resumes to applications@mi-sci.org