CINCINNATI MUSEUM CENTER
JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title: Part Time Learning Specialist</th>
<th>Department: Learning Team</th>
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<tbody>
<tr>
<td>Reports To: Manager of Program</td>
<td>Supervises:</td>
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<td>Development &amp; Delivery</td>
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<td>Incumbent:</td>
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<tr>
<td>Job Grade:</td>
<td>FLSA Status:</td>
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<td>Job Code:</td>
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The statements below reflect the general details considered necessary to describe the major responsibilities of the identified position and are not to be construed as a detailed description of all the work requirements that may be inherent in the job. An asterisk (*) indicates that this is an essential function of the job as outlined in the American with Disabilities Act.

Responsibilities:

- Work as part of the Program Development and Delivery Team to ensure that Cincinnati Museum Center programs fulfill their brand promise for being insightful, inspiring, and fun experiences.
- This position reports directly to the Managers of Program Development and Delivery concerning weekly schedules, payroll, and training, but will work with other program managers depending on weekly assignments.
- Be responsible for delivering program experiences at Cincinnati Museum Center as well as at off-site locations such as community events, schools, and a variety of other educational outreach opportunities.
- To facilitate programs at the Duke Energy Children’s Museum which will include early childhood education and maker themes.
- Participate in Learning Labs, Programs on Wheels, Museum Camps, Scout Programs, Overnights, Birthday Parties, various community and large events.
- Attend all required staff meetings and training sessions.
- Periodically assist in research and the development of new programming.
- Reporting clock-ins, clock-outs, time off requests, and other related activities in a timely manner based on Cincinnati Museum Center payroll policies.
- Take initiative to recognize opportunities for improvement in processes or procedures and work with management to make necessary changes.
- Respond in a timely fashion to communications from peers and supervisors.
- Other duties as assigned.
Qualifications:

- High school graduate or equivalent is required, but an undergraduate degree in Science, Art, Early Childhood Development, or other related field is preferred.
- Experience with the maker movement—whether as an artist, engineer, tinkerer, or similar hobbyist—is a plus.
- Experience in early childhood education and/or early learning program development or experience working with young children is a plus.
- 2 years customer service preferred.
- Experience with museum, non-profits, hospitality industry or large venue attractions is a plus.
- Excellent guest service skills including conflict-resolution and interfacing with diverse internal and external audiences, as well as an outgoing and friendly personality.
- Ability to follow direction, remain flexible, maintain composure and communicate effectively and professionally in fast paced situations or during periods of change.
- Need to have a working knowledge in the use of Word, Excel, and electronic communications.
- Professional demeanor with a degree of integrity, confidentiality, ethics, and dedication to the mission of the Cincinnati Museum Center.
- Strong organizational, interpersonal, and communication skills, with attention to detail.
- Strongly self-motivated and able to take initiative in the absence of immediate direction.
- Able to work independently and also as the member of a team.
- Strong ability to complete multiple tasks in an energetic environment and work well under pressure with periodic heavy workloads, constant demands, frequent interruptions, and fluctuating schedules.
- Be available to work between 10 to 25 hours per week and report to shifts on time.
- Must be able to lift 35 pounds.
- Must have reliable transportation to and from work and a valid driver’s license.
- Must be willing to work evenings, weekends, holidays, and overnight events.

Working Conditions:

- Work is conducted at a variety of locations operated by the Cincinnati Museum Center, but also at indoor and outdoor sites located in the greater Cincinnati Metropolitan Area and the region.
- Must be comfortable working with large groups of people consisting of a variety of ages and backgrounds.
- Prolonged periods of standing occur regularly when conducting many aspects of this position.
- Staying overnight at the museum is occasionally required during special events.
To apply, please visit the link provided:
http://www.cincymuseumgroup.org?gnk=job&gni=8a7882e85d5e4428015d6717158a6a01&gns=HIRE%20NKU