

Every Student Initiative Guide/ESI Guide

Reports to: Director of Education & Engagement

Status: Part-Time, Non-Exempt

Hours: TBD (mainly mornings and afternoons)

Salary Grade:

Job Summary:

The ESI Guide will be responsible for sharing Museum content, and ensuring quality educational experiences, and visitor services, to school field trips and group tours.

Essential Responsibilities:

- Lead K-12 curriculum-related tours of the Peoria Riverfront Museum, galleries, programs, and exhibitions
- Serve as interpreters, and provide visitors, especially K-12 students, with a deeper understanding of Museum and exhibition content
- Prepare required materials and equipment for daily K-12 field trips and group tours
- Participate in all mandatory training and updates as required (including all meeting and other materials containing updates)
- Help control visitors for their safety and security, the safety and security of other staff, exhibitions and the facility, and to help in emergency situations
- Other educational and ESI Guides duties as assigned

Minimum Qualifications:

- High School Diploma preferred
- An interest and enthusiasm for sharing the art, history, science and achievement with K-12 students and members of the public
- Desire to interact with children and adults in public speaking situations
- Ability to successfully communicate with a variety of age levels and learning styles
- Ability to handle multiple tasks simultaneously and prioritize accordingly; adhere to deadlines; and flexibility to handle shifting demands
- Must exude a positive attitude and embrace our Visitor Services Standards

Physical Requirements (ADA):

- Ability to communicate and interact verbally, both in person and over the phone
- Ability to use computers and other office equipment effectively
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body
- Ability to climb stairs and/or ladders
- Ability to sit for up to 4 hours at a time
- Ability to stand/walk for up to 4 hours at a time during field trips and tours
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned
- Requires reliable transportation and the ability to travel to and from job location

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.