



Education Guide

Reports to: Student Engagement Coordinator

Status: Part-Time, Non-Exempt

Hours: TBD (mainly mornings and afternoons on Mondays through Saturdays)

Job Summary:

Education Guides share Museum content with and ensure quality educational experiences and visitor services for school field trips, group tours, and other Museum visitors.

Essential Responsibilities:

- Lead K-12 education-related tours of the Peoria Riverfront Museum
- Serve as exhibition interpreters to help provide visitors with a deeper understanding of Museum and exhibition content
- Manage and be able to share content of interactive educational museum spaces such as the Lab, Studio and Gathering Galleries.
- Prepare required materials and equipment for daily K-12 field trips and group tours
- Participate in required training meetings and review materials containing updates
- Guide visitors so as to help ensure the safety and security of visitors, staff, exhibitions and the facility, and help in emergency situations
- Other relevant duties as assigned

Minimum Qualifications:

- High School Diploma preferred
- An interest and enthusiasm for sharing 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 the Museum's visitor service 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.