



## FLOOR STAFF JOB DESCRIPTION

Discovery Center Museum in Rockford, Illinois is dedicated to hands-on learning in the arts and sciences through more than 300 exciting exhibits spread over two floors and its outdoor Discovery Park. We serve children, parents, and educators from the Rockford region and beyond through both Museum visits and outreach programs. Discovery Center Museum is currently looking to hire part time Museum Floor Staff. Museum Floor Staff members play an integral role in the success of the Museum's Mission by facilitating our exhibits, interacting with Guests of all ages, and maintaining our exhibits, all of which contributes greatly to the overall Guest experience at the Museum. Discovery Center Museum seeks to hire Floor Staff Members who are joyful, playful, and excited by science and education.

**Position:**

Museum Floor Staff, part time

**Requirements:**

High School Diploma

Pass a Background Check

**Purpose:**

To monitor Museum Floor operations for the enjoyment, safety, and security of Guests and the Discovery Center Museum

**Principle Duties and Responsibilities:**

1. Present a positive, professional image as an ambassador for the Museum
2. Monitor the Museum Floor operations during business hours
3. Assist Guests and Volunteers present at the museum
4. Have a working knowledge of all exhibits and be able instruct Guests about exhibit operations and facilitate their interactions
5. Handle all situations ensuring the safety of Museum Guests and the security of Museum facilities, equipment and supplies
6. Provide tours and other programs as assigned
7. Lead live Science Demonstrations and Planetarium Shows for public audiences
8. Keep the Museum, including the gift shop and outdoor park, free of trash and debris
9. Perform other duties as assigned

Please direct questions, applications, and resumes to Hillary Parks, Guest Services Manager at:  
815-972-2826 or [hillaryp@discoverycentermuseum.org](mailto:hillaryp@discoverycentermuseum.org)

Discovery Center Museum  
711 N. Main Street  
Rockford, Illinois 61103