



**Position: Visitor Services Assistant**

**Position Summary:**

Part-time position (20 hours/week), with additional hours during special events and outreach. Must be available to consistently work Saturdays. Possible opportunities for increased responsibilities at MSC. The Visitor Services assistant reports to the Director of Operations, and occasionally to Executive Director. MSC is ADA compliant. Position requires sitting and/or standing for long periods of time, occasional extended hours, and computer work. Prefer individuals with a passion for cooperative learning and play with children of all ages. Montana Science Center is an equal opportunity employer.

**Wage:** \$14 per hour, DOE. Not eligible for benefits.

**Job Duties, including but not limited to:**

- Assess, build, and lead the overall quality of the guest experience and daily operations of the facility to ensure a premier experience for all.
- Create and sustain a welcoming environment for all visitors and staff, including cleaning and maintenance of exhibit floors.
- Develop new revenue opportunities & grow existing streams, together with the Science Center team.
- Assist with admissions, membership, birthday parties, and rentals management when needed.
- Interest in science and technology a bonus.
- Regularly evaluate Museum operations and identify areas for improvement and cost savings.
- Other duties as assigned.

**Qualifications:**

- Demonstrated organization and time management skills, emotional intelligence, problem solving, and team building.
- Friendly, outgoing personality; must enjoy working with children. Must possess an understanding of the importance and benefits of diversity and inclusion.
- Exceptional communication skills including public speaking, customer service, public relations, and a confidence to cultivate important relationships with members and create a positive culture.
- \* Ability to lift 50 lbs. and do various manual tasks.

**Evaluation:**

There is 6-month probation time, after which time a meeting will be held to assess the Visitor Services performance and job satisfaction.

**To Apply:**

Please submit your current resume and cover letter to:  
Brittany Mehrens at [bmehrens@montanasciencecenter.org](mailto:bmehrens@montanasciencecenter.org)

Position is open until filled.

Work Study: This position is eligible for work study.