

EXHIBIT GUIDE

PURPOSE AND NATURE OF WORK

This is routine work answering inquiries from visitors and providing basic information about the exhibits and planetarium shows. Work is performed under general supervision of the Museum Administrator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Answers inquiries from visitors about exhibits and planetarium shows. These include showing visitors how to use interactive devices, pointing out various features of an exhibit, distributing brochures and other materials, conducting simple exhibit demonstrations, providing visitors with information about Planetarium show times and what shows are being performed, and location of restrooms. Directs detailed inquiries to the proper museum staff member. Monitors exhibit galleries for security problems and notifies the appropriate staff member if problems are found.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of Lafayette Natural History Museum, its organization, departmental functions and location of physical facilities.

Knowledge of the functional responsibilities of the various programs offered by the Museum.

Ability to meet the general public and to deal with them effectively and courteously.

Ability to understand and follow oral and written instructions.

Ability to speak clearly and read well and recall basic information about the exhibits.

Ability and willingness to exercise tactfulness while interacting with the general public, officials, and other employees.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation, experience dealing with the general public in a museum or interactive setting; or any equivalent combination of training and experience.