

**Position:** Overnight Program Assistant, Education Dept.

**Employment Status:** Part-Time\*, Hourly, \$12 per hour

**Job Summary:**

HMNS Overnights offer unique after-hours experiences for children and include hands-on activities, time in exhibit halls and planetarium, evening snack and breakfast. Overnights are designed for school groups of children ages 6-12 accompanied by adult chaperones. Late Nights are similar but can be geared for adult participants and does not require an overnight stay at the museum. The programs are popular for science clubs, student councils, field trips and other groups looking for an exceptional educational experience and a rare opportunity to sleep immersed in the exhibits.

The Overnight Program Assistant helps facilitate all aspects of an Overnight and Late-Night programs through the Education Department, including facilitating photo scavenger hunts, hands-on activities, meals and snacks, and other activities that take place throughout the museum.

Overnight Program Assistants are expected to spend the night at the museum and be available to assist guests throughout the entire shift should the need arise.

This position reports to the Overnight Program Manager.

\*This position is part-time: 2-4 shifts a month. Most shifts are 16 hours: 6 p.m. to 9 a.m. the following day.

**Essential Job Duties and Responsibilities:**

- Set up and clean the program spaces
- Supervise and interact with participating children in a fun, positive way during all stages of the program
- Facilitate activities and lead groups to scheduled locations
- Distribute food and activity supplies
- Deliver exceptional experiences to patrons
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Interested in and enthusiastic about various topics covered in the Museum exhibitions and programming
- Experience with children and/or education in general is a plus
- Must be personable and flexible
- Able to work independently as well as part of a team
- Well organized and able to prioritize tasks and time
- People-oriented, respectful, friendly, engaging and willing to take initiative

**Requirements:**

- Familiar with Universal Precautions and not squeamish around bodily fluids

- Able to work weekends and evenings
- Able to arrive to work on time
- Comfortable going to bed late and waking up early
- Must comply with the museum's health and safety protocols

**Perks of Working at HMNS Include:**

- Free access to museum exhibits, Butterfly Center, Burke Baker Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Staff discount in the museum store

**Application Instructions:**

Submit resume to [jobs@hmns.org](mailto:jobs@hmns.org) no later than March 22, 2024.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

**The Houston Museum of Natural Science is an EEO Employer.**

**Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030**