

Position: Outreach Programs Facilitator, Education Dept.

Employment Status: Part Time, Hourly, Non-Exempt

Job Summary:

The Education Department at the Houston Museum of Natural Science strives to provide an inspirational learning environment, promote scientific inquiry as a mode of thinking, and to engage children in the wonders of science

The Education Programs Facilitator will be responsible for delivering exceptional educational and promotional experiences in a wide range of situations. As one of the most visible faces of the Museum in the community, the Programs Facilitator will be responsible for representing the Museum in the best way possible by providing a high-quality educational experience for students and other audience members as well as outstanding customer service.

The Education Programs Facilitator will be trained to deliver all programs and topics in each of the Museum's many outreach programs (Bugs on Wheels, Wildlife on Wheels, Science on Stage, Discovery Dome, Science Starts and Earth Science on Wheels); and will provide a high-quality educational experience for students and other audience members as well as outstanding customer service.

Occasionally, the Youth Education Programs Facilitator will represent the Museum, as needed, at a variety of community and educational functions including, but not limited to, Outreach programs, local festivals, internal Member events and conventions. These programs or some portion of them may be delivered at a school or community function, at Community events, such as the Art Car Parade or internally at Museum events such as G.E.M.S. or Member Appreciation events. As such, the Facilitator should be prepared to answer a wide range of questions about the Museum. The Education Program Facilitator will also substitute as a lab instructor as needed.

This position reports to the Youth Education Programs Facilitator, Teaching Assistant and Pre-Service Teacher Coordinator.

Essential Job Duties and Responsibilities:

- Interacting and working with children of various ages.
- Delivering outreach programs, as assigned, on a regular basis. This will require the ability to handle live animals, live insects, and chemicals safely in and around groups of all ages.
- Responsible for developing relationships with customers on site, before and after the presentation, through communication regarding potential outreach improvements and new programs customers might consider booking to improve their educational outcomes.
- Other duties as assigned
- Must comply with the museum's health and safety protocols

Skills and Experience:

- Stellar educational presentation skills for groups of up to 250
- Excellent written and oral communication skills
- Ability to quickly learn and communicate new material in a compelling educational format
- Commitment to providing stellar customer service, for both internal and external customers
- Enjoys problem-solving
- Solid organizational skills
- Familiar with Microsoft Office programs (Word, Excel, PowerPoint)
- Fluency in Spanish preferred

- Background in or experience with science

Qualifications:

- At least 18 years of age
- Valid driver's license
- High school diploma, GED certificate, or 5+ years of relevant experience

Working Conditions and Physical Demands:

- Able to lift 50 pounds
- Able to be in both stationary and circulating positions throughout a shift for long periods of time
- Able to arrive to work on time
- Able to work weekends and evening hours as needed

Perks of Working at HMNS Include:

- Free individual-level HMNS membership
- Free access to museum exhibit halls, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking

Application Instructions:

Resumes will be accepted through **November 24, 2025** and can be submitted in the following ways:

- By email to jobs@hmns.org
- By mail to HR Department, HMNS, 5555 Hermann Park Drive, Houston, Texas 77030
- In-person by dropping off your application materials c/o HR at the Museum Service desk at HMNS in Hermann Park

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

Updated 10/22/2025