



Program Presenter – Cranbrook Institute of Science

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

The **Program Presenter** will perform various educational demonstrations and programs for audiences in the museum and off-site. This will include delivering on-site programs to school groups, Scouts, birthday parties, and museum visitors. Program Presenters also travel offsite to Flint, Pontiac, Detroit, and other SE MI classrooms. Program Presenters play an integral role in creating exceptional experiences and are expected to demonstrate excellent customer service, audience engagement, and problem-solving skills. Schedules vary and may require weekend, holiday, and/or evening assignments.

Responsibilities include, but are not limited to:

- Explain basic science principles, perform demonstrations, and/or facilitate program content in the museum and offsite.
- Effectively present information and work with diverse audiences in an articulate, thoughtful, and enthusiastic manner.
- Adapt programs in response to age, ability, and feedback of participants as well as equipment malfunction, performance reviews, and/or program evaluation.
- Provide visitors of all ages with engaging experiences by conducting experiments, facilitating hands-on exhibit interactives, or other activities.
- Deliver programs at the museum which include occasional evening, holiday, and weekend hours.
- Drive and travel in an Institute vehicle to facilitate offsite programs throughout SE MI.
- Accept responsibility for and assist in maintenance of program materials.
- Document to-do lists, procedures, and lesson plans; leave a clear trail that the Visitor Experience team can access and follow.
- Track and complete a timesheet on a biweekly basis.
- Be aware of emergency and security procedures; implement as needed (training provided).
- Maintain attendance, punctuality, and performance standards set forth in Cranbrook's employee handbook.
- Perform (and/or suggest) other duties as assigned.

Requirements:

- Must be over the age of 18. College level coursework in science, social science, or education a plus.

- At least 1 year of experience working with youth (especially elementary/middle school) in formal and/or informal setting.
- Strong customer service, interpersonal, active listening, and public speaking skills.
- Use organizational skills to keep track of materials, schedules, and associated communications from Outreach Supervisor and Visitor Experience Manager.
- Enthusiasm for subject matter and eagerness to share that enthusiasm with learners of all ages.
- Mature and professional attitude; reliable.
- Possess a valid Michigan driver's license with satisfactory driving record.

The Program Presenter is a temporary position, with hours varying but scheduled, up to 40 hours per week. Multiple positions are available.

Cranbrook offers competitive compensation and a unique environment that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at www.cranbrook.edu/employment **(Please note that a fully completed employment application is required for consideration)**