

RESEARCH AND LEARNING CENTER

at the Fort Worth Museum of Science and History



RESEARCH AND LEARNING CENTER RESEARCH ASSISTANTS

(4 to 10 hours/week)

Job Description:

The Research and Learning Center is seeking an enthusiastic team member with strong communication and organizational skills. A strong ability to relate to and engage with the public is a necessity. Assistants will work on research and organizational tasks in the RLC for 4 to 10 hours each week, at least 3 of which will be spent facilitating museum guest-researcher interactions during the RLC's open hours.

Reporting Relationship:

This position reports to the Research and Learning Center's Managing Director.

Basic Functions and Responsibilities (including, but not limited to):

- Assisting researchers with data collection
- Training researchers
- Communicating with museum guests
- Preparing quarterly research newsletters
- Designing research interpretations
- Organizing data and procedural files
- Being available for unexpected needs that may arise during a study
- Facilitating logistics of studies

Qualifications:

- Pursuing or earned a Masters or PhD from an accredited university or college, or a recent graduate of one of these programs
- Excellent interpersonal skills; ability to communicate with a wide range of staff, museum guests, and researchers
- A positive, achievement-oriented attitude and proactive work ethic; self-starter
- Basic computer proficiency
- Strong organizational skills
- Available to assist on Tuesday evenings and Saturdays
- Flexible and available to switch tasks when unexpected needs arise

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