



Theater Host Volunteer Position Description

SUMMARY:

Act as a host and point person in the Kentucky Science Center Digital Theater. This role will help animate the flagship facility as an intermediary between staff and guests.

KEY RESPONSIBILITIES:

- Check tickets at Theater entrance
- Seat and exit guests
- Maintain a clean and welcoming physical environment, light sweeping and cleaning
- Be knowledgeable about the Kentucky Science Center
- Responsible for building wide film announcements via paging system as well as a brief introductory speech to guests in the theater
- Maintain and manage 3D glasses inventory
- Able to communicate over radio

QUALIFICATIONS:

- Must maintain a glowing attitude meeting the visitors' needs
- Organized, dependable and responsible; able to work with limited direct supervision
- Ability to follow verbal and written instructions
- Must pass a background check

TIME COMMITMENT:

Theater Hosts are asked for a minimum service commitment of six months with 8 or more hours of service per month. Available hours are between 9am and 5pm Sunday – Thursday and 9am to 9pm Friday – Saturday. School/Morning shift is Monday – Friday from 9:30am to 1:30pm.

TRAINING:

All volunteers participate in the New Volunteer Orientation. Department Assistants also receive on-the-job training based on individual projects within the departments. Volunteers will also have the opportunity to participate in customer service and emergency procedures trainings as well as a behind the scenes tour of the Science Center.

WORKING CONDITIONS:

- Must be able to move up and down stairs in various lighting conditions
- Must be able to work in a moderate to noisy work environment
- Must be able to communicate verbally with visitors and staff

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.