

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Support ethical treatment of human evaluation and research subjects. Complete related training as required.
- Participate in the preparation and execution of data collection and data management activities as assigned.
- This position is **non-exempt, paid** **hourly** exempt, paid salaried
- This position is regular full-time regular part-time special project, **on-call**, scheduled for **<19** hours/week.

Working Conditions:

- Assume some evening, weekend, and holiday work.
- Physical Demands: **60%** Sitting **30%** Standing **10%** Lifting/Carrying/Pushing/Pulling **5-10** Pounds

KNOWLEDGE/SKILLS/ABILITIES:

BASIC REQUIREMENTS:

- Strong oral and written communication skills appropriate to the position. Ability to interface well with fellow paid and unpaid staff, audiences, and partners in professional, education, and evaluation settings.
- Strong organizational, analytical, and problem-solving skills as appropriate to the position.
- Ability to effectively work independently and with teams on multiple, simultaneous, diverse tasks with a concern for accuracy and presentation. Includes ability to learn quickly and meet deadlines.
- Basic knowledge of data collection methods.
- Flexibility to modify work schedule such as working extended hours as needed.

ADDITIONAL REQUIREMENTS/PREFERENCES; INCLUDING LICENSES AND CERTIFICATIONS

BASIC REQUIREMENTS:

- Pre-employment and/or pre-duty checks, such as criminal background check and reference checks.

PREFERENCES:

- Previous experience in museum evaluation.
- Experience working with people in a public venue.
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- Basic understanding of audience research, cultural accessibility, physical accessibility, and safety.
- Bilingual preferred – English and Spanish.

To apply for this opening and be considered, please read all of the information below and follow the application instructions carefully.

- Please complete an OMSI employment application.
- If you are interested in more than one position, you must submit a separate application for each position. All materials submitted become the property of OMSI and will not be returned.
- If you send an application without specifying an open position, it will not be considered and we will not retain it.
- If you send a resume without completing an application for an open position, it will not be considered and we will not retain it.
- You have the option to include a resume of your work experience and a cover letter with your completed application.
- You must also meet **ALL** the basic requirements listed on our job postings.