



A National Medal winner, the Museum of Northern Arizona (MNA) has been celebrating the Colorado Plateau's natural and cultural heritage since 1928. Our 200-acre research campus includes a Museum showcasing the geology, anthropology and art of the region as well as state of the art research and collections facilities. MNA's renowned and award-winning Heritage Festivals of Arts & Culture (Zuni, Hopi, Navajo, and Celebraciones) draw thousands of national and international visitors. The Museum works in collaboration with native peoples of the region to protect and foster their cultures, traditions, and beliefs by encouraging artistic expression and supporting, empowering, and educating visitors about their art and culture.

Title: Discovery Assistant
Department: Education
Status: Temporary, non-exempt, part-time
Supervisor: Discovery Manager

Position Description: Discovery Assistants are responsible for assisting the lead educators. They are responsible for organizing materials, clean-up, and working with the students. They are available to assist lead educator as needed.

Major Tasks and Responsibilities:

- Assist Lead Educator in developing a positive and educational environment
- Attend to the safety and educational needs of students
- Assist Lead Educator in maintaining classroom control
- Assist Lead Educator in supervising junior counselor
- Attend staff training prior to the start of camp
- Arrive at least 15 minutes prior to start of class and stay 15 minutes after daily
- Must assist Lead Educator in thorough classroom cleaning at the end of the class

Education and experience requirements:

- High school diploma, AA degree; preferred but not required
- Possesses a valid driver's license.
- Must be at least 21 years of age to drive per insurance regulations
- Ability to obtain First Aid/CPR certifications prior to the class start date
- Experience developing or assisting in educational programming preferred, but not required

Abilities, Skills, and Knowledge:

- Must have experience with equipment related to class
- Must be able to relay directions clearly and concisely
- Must be able to supervise and work well with others



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

- Attention to detail
- Ability to communicate with others

Working conditions: Generally indoors, Monday through Friday unless otherwise specified.

Must be able to lift 20 pounds, walk moderate distances, and work well with others

Job contingent on satisfactory passing of a background security check.

To apply, send a cover letter, resume, and three references to Jill Thomas at employment@musnaz.org.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Deadline for application materials: January 27, 2017

Position starts: June 5, 2017

Position ends: July 28, 2017

The Museum of Northern Arizona is an Equal Opportunity Employer.