

The Health Museum

JOHN P. MCGOVERN MUSEUM OF HEALTH & MEDICAL SCIENCE

Job Title:	DeBakey Cell Lab Coordinator
Reports to:	Assistant Director of Programs
Job Status:	Part time, includes weekend hours and occasional after-hours events
Classification:	Non-Exempt
Pay:	\$18/hour

About the Lab: The DeBakey Cell Lab is a bilingual (English/Spanish), hands-on wet biology lab. In this free-choice learning environment guests get the chance to don a lab coat, gloves, and goggles, and perform science experiments using real lab equipment. Computer-guided workstations, known as activity benches, lead our guests step-by-step through a variety of experiments exploring topics in cellular, molecular, and microbiology. The Lab accommodates both general admission guests and scheduled group visits. The Lab is the center piece of our on-site guest experience.

Position Summary: The DeBakey Cell Lab Coordinator is the lead educator for the lab experience and is responsible for the proper functioning, maintenance and safety of the Lab. The Lab Coordinator works with staff and volunteers to ensure the proper use and maintenance of various laboratory equipment and procurement of supplies, and is responsible for training, overseeing, and scheduling these individuals to assist visitors with hands-on experiments and assist with lab upkeep. Strong interpersonal skills, enthusiasm for informal education experiences, ability to manage interactions with large and small groups (children and/or adults), and a strong interest in research/science education are key qualities for this position.

Responsibilities

- Coordinate the Lab's daily operations including, but not limited to, preparation of solutions and materials, maintenance of bacterial cultures, overseeing clean-up procedures, restocking of workstation supplies, and reporting Lab maintenance needs.
- Interact with museum guests in the Lab, helping facilitate experiments, demonstrations, and information in an engaging, timely and professional manner.
- Train staff and volunteers in proper Lab procedure and content delivery.
- Schedule staff and volunteers.
- Coordinate availability with Reservation Coordinator and Guest Services Associates.
- Attend staff meetings as assigned.
- Represent the Museum at relevant meetings, events, and various outreach programs.

Skills and Abilities

- Demonstrated interest and background in microbiology required.
- Bachelor's degree in science, health, or education or lab experience preferred.
- Teaching or performing experience preferred.

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- Bilingual (Spanish) preferred.
- Computer literate.
- Experience working in teams and with children.
- Excellent oral and written skills.
- Strong time management skills.
- Ability to work with diverse audiences.
- Positive attitude and interaction style.
- Interest in current science and health developments.
- Flexible work schedule.
- High level of customer service, enthusiasm and initiative.
- Attention to detail and organization
- Must be consistent, punctual and able to work with minimal supervision