



CapeTownScienceCentre

JOB TITLE	Science Communicator
REPORTS TO	Deputy Director
DEPARTMENT	Education
JOB PURPOSE	
<p>As a key member of the CTSC education unit, you will assist with the planning and implementation of the CTSC education programmes (both in-person and virtual). This includes facilitation and supervision of the exhibition floor, presentation of workshops and science shows, as well as actively participating in content development. You will strategically and operationally contribute to the educational offering of the CTSC, both for schools and the general public. Key responsibilities include development, presentation, preparation of venues and programmes, logistical and administrative tasks, staff training and ensuring health and safety standards and practices are maintained.</p>	
PRINCIPAL ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Develop and present workshops and science shows across various fields related to science, mathematics, engineering, technology, robotics and coding. 2. Facilitate individual and group visits to the centre. 3. Present and host virtual and online programmes, both live and recorded. 4. Activity contribute to the CTSC school and public programmes, both paid and sponsored, including research, development, training, planning, presentations and reporting. 5. Friendly customer service is a key responsibility. 6. Assist with the development of educational resources and materials. 7. Assist with reception duties when required. 8. Assist the Marketing and Events Department with the setup for events. 9. Assist with Adhoc driving duties. 10. Work weekends as agreed and as required. 11. Ensure that the Main Exhibition Floor is always presentable. 12. Report any broken exhibits to the maintenance department. 13. Be vigilant of the safety and comfort of the visitors at all times. 14. Ensure all venues are conducive for their purpose. 15. Participate in outreach work, which includes the use of the WCED Mobile Science Centre as well as any other outreach activities. 16. To travel long distances and stay in lodging provided. 17. Assist with and run staff training. 18. To attend and facilitate at evening functions in and out of the CTSC. 19. Assist the IT & Maintenance personnel with fixing computers and exhibits. 20. Carry out any reasonable requests from your colleagues, which is for the greater good of the CTSC, its visitors and team that you are working with. 	
SCOPE	ORGANOGRAM
Management: None	<div style="text-align: center;"> <div style="border: 1px solid black; width: 200px; margin: 0 auto; padding: 5px; text-align: center;">Deputy Director</div> <div style="width: 1px; height: 10px; margin: 0 auto; background-color: black;"></div> <div style="border: 1px solid black; width: 200px; margin: 0 auto; padding: 5px; text-align: center; background-color: #cccccc;">Science Communicator</div> </div>

EDUCATION, EXPERIENCE & SKILLS

EDUCATION

- Science or Engineering Degree or Diploma
- Driver's license Code B

EXPERIENCE

- Computer Literacy
- Use of Scratch software
- Experience in IT and engineering
- 1 year experience in communicating science
- Training / facilitating groups
- Project implementation

KNOWLEDGE / SKILLS

- Excellent communication skills
- A passion for STEM education
- Self-motivated and able to work in a team setting
- Programme and event planning & implementation
- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Experience in the science centre environment
- Familiar with virtual hosting platforms (Zoom, MS Teams, Google Hangouts, Skype, etc.)
- Team and programme facilitation
- Some knowledge of working in an NPO
- Health & safety requirements
- Bi-lingual with proficiency in Afrikaans and English.