Position Title: REAL.LIFE.Exhibit Guide / Greeter  
Department: Marketing and Development  
Reports To: Exhibit Coordinator  

Time Commitment:
Position is Ongoing: Two to three times per month. Especially 10am -3pm during weekdays, though some evening and weekend shifts are available.

Position Summary:
The greeter welcomes groups with an advanced reservation into the exhibit entrance lobby.

Essential Duties and Responsibilities:
• Greet arriving groups and accompany groups through the exhibit as needed  
• Complete visitor registration information  
• Turn on all lighting, projectors, DVD players and sound equipment  
• Adjust building temperature to ensure guest comfort  
• Turn off all media, electricity and follow closing procedures

Other Duties:
• Open and close exhibit entrances  
• Check entrance, reflection room and resolution space for adequate supplies

Desired Minimum Qualifications:
• Strong verbal communication skills  
• Ability to direct large groups of both young children as well as adults  
• A commitment to the mission of Medical Teams International  
• Working knowledge of MTI's programs (training provided)

Tools and Equipment Used:
• Televisions and DVD players  
• Light switches  
• Sound equipment

Physical Demands:
• Must be ambulatory/mobile  
• Ability to lift 10 lbs.  
• Ability to stand and walk for extended periods of time

Other:
• This position requires a background check