



March 24, 2015

Location: Houston, Texas

### Mission Briefing Officer

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the official visitor center of NASA Johnson Space Center. The center features more than 400 space artifacts, attractions and theaters related to the exciting future and remarkable past of America's human space-flight program. Join a fun and exciting museum environment.

Currently, we are seeking a part time Mission Briefing Officer responsible for providing a safe, fun and educational experience to the maximum number of guests the theater will accommodate and leave them with the feeling that they have received an accurate and entertaining overview of NASA programs and activities.

#### **POSITION RESPONSIBILITIES:**

- Responsible for live stage performances that communicate accurate, up to the minute NASA program information in an educational and entertaining way.
- Respond to guest questions with accuracy and diplomacy.
- Maintain a current working knowledge of ongoing NASA programs through researching NASA training manuals, books, periodicals and documents pertinent to the job.
- Put forth his/her best effort to present an educational and informative briefing effective in communicating the NASA story from an insider's point of view.
- Interact with guests in the area; greet them with a pleasant attitude and a smiling face.
- Maintain a positive working relationship with NASA JSC personnel to produce ongoing video segments for use in live presentations and/or demonstrations.

#### **POSITION QUALIFICATIONS:**

- Strong memorization skills.
- Effective writing skills.
- Must have proficiency with Microsoft Office products to include: Microsoft Word, Excel and PowerPoint. Internet research experience is also needed.
- A strong stage presence (i.e., modulation of voice, ease of movement, command of material) and excellent communication skills.
- Maturity to work with little or no supervision. A team player.

- Ability to ascend and descend stairs during shows and to direct volunteers to do so. Ability to visually scan audience for volunteers. Able to press small buttons and evaluate clarity of video and audio tapes.
- Must have full weekend availability.

**PAY RATE:** \$10.50/hour

**TO APPLY:** Complete the application by clicking [here](#) and emailing [careers@spacecenter.org](mailto:careers@spacecenter.org). For more information, contact the Human Resources Department at (281) 244-2150.