

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Careers Hive – Experience Guide

Responsible to: Staff and Project Manager

Last Update: July 2025

JOB PURPOSE

To interact, facilitate, and engage young people in our immersive careers' education event, *Careers Hive*, designed to inspire S1-S3 students to think differently about their futures. To guide student groups through the Grand Gallery exhibition and auditorium, using engaging communication to enhance their understanding and inspire greater interest in the content.

High quality science communication is at the heart of what Edinburgh Science is all about and our Experience Guides are our ambassadors. As the event only runs for a short time, we depend on our staff being reliable and committed to the role for the week for which they are employed and willing to engage in all aspects of the visitor experience.

KEY RESULT AREAS

- Successful delivery of events, measured through teacher and pupil feedback, as well as quality control feedback from the Director of Programmes and Operations and/or the Creative Team.
- Recognition of Edinburgh Science as a high-quality event provider, evidenced by positive feedback from schools, and local and national government stakeholders.

MAIN TASKS

Pre-Event

- Study the guidance and delivery notes in preparation for the event.
- Participate in the training day which includes training on relevant activity skills, child management, site orientation and health & safety.

During Event

- Perform your role to a continuously high standard as per the event delivery notes and following direction given during training.
- Guide school groups from the start to end of their experience.

- Support the event staff in the auditorium to encourage pupils to interact with the talks.
- Encourage pupils, teachers and public audiences to engage in activities, provide relevant factual information and answer questions with accurate responses.

Sets, Props and Equipment

- Where necessary, set up and take down all sets, props and equipment, paying attention to correct manual handling and health and safety guidelines.
- Report any problems or issues with props and equipment to the Production Manager.

Conduct

- Be an ambassador for Edinburgh Science and adhere to our communications policies while representing the organisation.
- Be punctual and reliable, meeting dates and times of rota'd shifts.
- Maintain dress code and personal appearance appropriate to working in an event environment.
- Use language and behavioural conduct appropriate to working in a school and professional environment.
- Inform Edinburgh Science immediately in the event of late arrival or inability to attend due to sickness.

Post Event

- Report any repairs required to props at end of working contract to Production Manager.
- Report any changes to delivery that took place during the event to the Creative team.
- Provide feedback on all aspects of the event.

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Edinburgh Science Staff: Programming and Operations teams

External:

- Pupils, teachers and school staff from across Scotland
- Members of the public visiting the event
- National Museum of Scotland staff
- Volunteers from the wide variety of STEM companies taking part

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- Excellent communication and interpersonal skills
- Confidence and experience in speaking with members of the public in a customer service setting.
- Good team working skills
- Experience of working with young people
- Calm under pressure
- Excellent organisational skills
- An interest in education and a passion for the work we do

Desirable:

- Relevant science, theatre or education background with an interest in science, engineering, technology or maths
- Experience working in a live events environment

OTHER CONDITIONS

Edinburgh Science is committed to ensuring that:

- We are an exemplar organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.

FURTHER INFORMATION

Please note that the paid training date will be Thursday 23 October 2025

Careers Hive runs from Monday 27 October to Thursday 30 October 2025. Work will be approximately 20 hours over the 4 days.

