

SCIENCENTER POSITION DESCRIPTION

Senior Director of Museum Environments

(2017-04-27)

Title of supervisor: Executive Director

Main Function:

Envision new opportunities that support the Sciencenter's mission to inspire excitement for science that engage, educate, and empower. Museum environments include the facility, grounds, exhibitions, 'virtual' online experiences, and live collections. The Senior Director of Museum Environments is responsible for the development of new Sciencenter exhibit products/environments from concept to design, fabrication, and maintenance. Working closely with the Senior Directors of External Relations and Engagement and Learning, as well as the CFO and Executive Director, this position will develop innovative strategies for Sciencenter exhibits, create engaging scientific content, and produce ideas for interactive experiences and integrated technologies.

Duties and Responsibilities:

The essential duties include the following. Other duties may be assigned.

- Encourage institutional dynamism through the development and execution of a new strategy for creating guest experiences that provide appropriate access and engage the Sciencenter's diverse guests through on-site and 'virtual' online experiences
- Implement this new strategy through ongoing meetings with the Engagement and Learning Department and other senior leadership
- Develop new 'success criteria' templates and planning tools for Sciencenter experiences
- Provide inspiring leadership as a member of the senior management team
- Act as a leading force for innovation and scrutiny of the effectiveness of the Sciencenter's experiences within the environments
- Develop innovative strategies for Sciencenter exhibits, engaging scientific content, interactive experiences, and integrated technologies
- Develop and present informative, in-house professional development for staff that provides new research and practical new models in the field to study and consider

- Foster institution-wide innovative thinking, learning, risk taking, and experimentation by informing staff about other successful programs that have been implemented in museums and science centers
- In coordination with senior leadership, encourage exchange between the Sciencenter and the community by developing and facilitating community partnerships and collaborations to engage new audiences, some resulting in the formation of advisory groups
- Present regularly in public settings about the innovative culture of the Sciencenter
- Serve regularly on community-based planning initiatives
- Cultivate relationships with potential donors, Sciencenter members, regional and national educators, and community stakeholders that can lead to new innovative experiences
- In concert with the Senior Director of Engagement and Learning, ensure that all experiences within the environments have defined goals and objectives and high-quality and efficient processes of assessment and evaluation
- Work with the Senior Director of External Relations to prepare funding requests and grant proposals that will support innovative experiences and community partnerships
- Serves as an official spokesperson for the Sciencenter
- Perform other duties consistent with the position as assigned by the Executive Director

Supplemental Duties and Responsibilities

- Develop and coordinate project teams
- Articulate workflow, phases, and roles within process
- Document, review, and update process regularly with senior leadership and with project teams
- Establishment of project plans, schedule, and budget
- Understand, review, and comment on shop drawings prior to releasing drawings for production
- Communicate project intent to architects, general contractors, exhibit designers, and exhibit fabricators
- Coordinate external expertise
- Serve as liaison between internal and external teams
- Facilitate the communication and cooperation necessary for teams to make effective compromises and to keep the project on a productive track toward profitability
- Responsible for final decisions and set expectations on matters regarding adherence to timeline, budget, and/or project scope

- Oversee and design management tools for departmental, center-wide, and institutional projects and strategic initiatives
- Communicate relevant information to leadership team to inform strategic direction and decisions
- Coordinate and direct cross-institutional project teams
- Responsible for delivering exhibits and other projects that meet project objectives-including size, scope, and function – on time and on budget
- Advocate for balance among the competing interests of content, design, production, marketability, and maintainability
- Work with senior leadership and project teams to create and maintain project budgets and timelines
- Work with senior leadership and project teams to develop project plans, identify milestones, and understand risks associated with projects, and advise as needed to mitigate risk
- Create and maintain management tools associated with assigned programs and exhibits
- Call meetings to maintain positive momentum of projects into appropriate stages of development
- Negotiate use of constrained resources within the Sciencenter
- Responsible for documenting decisions made and issues that require resolution, assigns issues to appropriate team members to resolve
- Respond to sales inquiries both on the phone and via email
- Monitor and summarize progress of project
- Prepare regular reports for upper management regarding status of project
- Responsible for the regular review and update of the development process document

Supervision of Others:

- Direct reports – 3
- Indirect reports – 3

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree related to design, architecture, or equivalent
- Minimum 2 years of leading meetings, building teams, and group dynamics related to exhibits
- Minimum 5 years of experience in conceptual design of interactive exhibits, graphics, and environments with diverse project teams (*examples of previous projects will be required*)
- Equivalent experience/education will be considered

OTHER QUALIFICATIONS

- Strong ability to be creative and think critically
- Self-starting with strong organizational skills
- Experience in shaping and maintaining partnerships with other cultural institutions, membership organizations, and colleges/universities
- Ability to demonstrate ideas in the following ways: orally, written narrative, sketch/renderings
- Experience with grant writing and managing budgets
- Strong ability to flourish in a fast-paced working environment
- Excellent organizational, analytical, and problem solving skills
- Ability to exercise initiative and good judgment in anticipating problems before they arise
- Proficient in MS Project, Visio, Word, Excel, and PowerPoint
- Ability to work independently as well as in teams
- Proven time management skills
- Ability to work under pressure with flexibility
- Ability to effectively manage and track multiple projects simultaneously, prioritize, work well under pressure with a high degree of accuracy, and meet stringent and overlapping deadlines, including jumping between design and customer facing efforts on a daily basis
- Demonstrated skills in teamwork and collaboration with colleagues, with varied skills and responsibilities meeting individual, departmental, and organizational deadlines
- Demonstrated abilities in strategic thinking and planning
- Demonstrated abilities in work with architects and exhibit designers
- Demonstrated excellent interpersonal, written and verbal communication, and customer service skills to work effectively with people of diverse talents and backgrounds
- Demonstrated excellent writing and editing skills to develop proposals and respond creatively to new project inquiries
- Understanding of confidentiality and protocol

WORKING CONDITIONS

Fast-paced, non-profit, hands-on museum environment. Must be able to work on many projects simultaneously with interruptions. Must work well in both an individual and team setting.

TIME COMMITMENT

Full time (40 hr/wk) exempt position. Occasional weekend and evening work, as well as travel, are required.

SALARY and BENEFITS

Salary commensurate with experience and qualifications. Full Sciencenter benefits provided.

APPLICATION INSTRUCTIONS

Please include the following in your application:

1. Letter of application
2. 1-2 page Resume

Send your application as one PDF file to: cFagan@sciencenter.org

Deadline: Open until filled

The Sciencenter is an Equal Opportunity Employer