

SCIENCENTER POSITION DESCRIPTION

Senior Director of Museum Environments

(2017-07-10)

TITLE OF SUPERVISOR: Executive Director

MAIN FUNCTION

Creative and visionary team leader with a strong commitment to building dynamic, inclusive, and collaborative environments that positively impact the local community, and national constituencies that the Sciencenter serves. The Senior Director of Museum Environments is a key member of the staff involved in developing, implementing and overseeing the museum's products/environments including exhibitions, 'virtual' online experiences, live collections, building and grounds. A proven ability to conceptualize innovative museum products and exciting, interactive visitor experiences are viewed as essential components of the role.

DUTIES AND RESPONSIBILITIES

The essential duties include the following.

- Lead the Museum Environments team and coordinate project teams both internally and externally
- Provide inspiring leadership as a member of the senior management team
- Design and implement a comprehensive strategy for the development of the museum's physical and virtual environments that includes the incorporation of relevant scientific content, engaging interactive experiences, and integrated technologies
- Lead the development of innovative Sciencenter exhibits, products, and environments from concept to design, fabrication, remediation, and maintenance
- Develop 'success criteria' templates and planning tools for Sciencenter experiences
- Coordinate Museum Environments projects:
 - Articulate workflow, phases, and roles within process
 - Document, review, and update process regularly with senior leadership and with project teams
 - Establish project plans, schedule, and budget
 - Identify milestones, and understand risks associated with projects, and advise as needed to mitigate risk
 - Communicate project intent to architects, general contractors, exhibit designers, and exhibit fabricators
 - Coordinate external expertise and serve as liaison between internal and external teams

- Understand, review, and comment on shop drawings prior to releasing drawings for production
- 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 support funding requests and grant proposals
- Foster institution-wide innovative thinking, learning, risk taking, and experimentation by learning about other successful programs that have been implemented in other institutions and providing professional development for Sciencenter staff
- Perform other duties consistent with the position as assigned by the Executive Director

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

- Demonstrated ability to think creatively
- Demonstrated abilities in strategic thinking and planning
- Self-starting with strong organizational, analytical, critical thinking, problem-solving, and time management skills
- Experience in shaping and maintaining partnerships with other institutions
- Ability to demonstrate ideas in the following ways: orally, written narrative, sketch/renderings
- Experience managing budgets
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint), experience with project management computer aided design software preferred (MS Project, CAD, etc.)

- Demonstrated ability to work independently as well as collaborate in a team environment
- Demonstrated ability to work under pressure
- Demonstrated ability to be flexible in a rapidly changing environment
- Demonstrated experience working with architects and exhibit designers

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. Resume

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

Deadline: Open until filled

The Sciencenter is an Equal Opportunity Employer