



Position Title: Manager, Program Delivery

Department: Experiences

Reports to: Director, Experiences

FLSA Classification: Full-time, Exempt

Salary Range: \$55,000 to \$60,000 annual

Job Summary:

Do you have a nose for talent and are skilled at developing and managing customer-facing teams? Do you like to learn and share your enthusiasm with others? Do you have a passion for science communication? The Experience team needs your skills and talents as we prepare to open the new science center. You will join the start-up team of dynamic and dedicated individuals who are developing exciting education programs, planetarium shows, demonstrations, summer camp programs and exhibit experiences. We are seeking a Program Delivery manager to build the team of educators and science communicators who daily, will deliver programs to school groups, the visiting public, and after-hours special events audiences. This role is responsible for the hiring and training of team members, and scheduling of all daily programs staffing requirements.

Skills & Talents:

- Excellent management skills and capabilities in a daily-changing program environment
- Experienced in team dynamics and scheduling skills
- Excellent presentation and verbal communication skills
- Experience as an educator in a formal or informal learning environment
- Knowledge and experience in visitor engagement and inquiry-based learning settings an asset
- Experience presenting, public speaking, demonstrating or performing in public an asset

Duties/Responsibilities:

- Developing and managing daily, weekly and monthly program staffing schedules
- Hiring and leading the training of Program Delivery team members
- Hiring and managing the Registration team
- Managing, assessing and providing regular performance reviews to team members
- Ensuring safe working conditions, and training in collaboration with the Manager, Exhibits & Theater

- Building and managing annual staffing budget, with an emphasis on staff scheduling and cashflow

Education and Experience:

- College level education or equivalent
- Experienced with Microsoft Office software, with an emphasis on Excel; or other staff scheduling software
- Museum, recreation program leadership, performing arts, science communication

Physical Requirements:

- May require standing and walking 50% of the time, lifting up to a maximum of 15 pounds, and other physical actions that include stooping, kneeling, bending, standing
- Work may require weekends and/or evenings once the science center is open
- Physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This position is at-will, full time, exempt. Salary range: \$55,000 to \$60,000 annually. Benefits include insurance (health, dental, vision and life), a 403b retirement plan, paid vacation and PTO.

APPLICATION PROCEDURES:

A complete job profile is available upon request.

Please submit a cover letter, CV or resume addressing your qualifications as they align with the job description and, names with contact information of three professional references by email to jmartin@visitmosac.org. No phone calls will be taken for this application.