

SCIENCENTER POSITION DESCRIPTION

Traveling Exhibitions Manager

(May be based remotely)

(2017-05-11)

TITLE OF MANAGER

Senior Director of External Relations

MAIN FUNCTION

Responsible for management of the Sciencenter's traveling exhibitions program and exhibit sales. Manages the rental, shipping, and logistic coordination of the traveling exhibition program. Responsibilities include planning, marketing, contract administration, rental tour management, coordinating the shipping of exhibitions, and the coordination of maintenance and technical support of exhibitions. This position is also responsible for growing the existing portfolio of traveling exhibits through partnerships and the solicitation of new exhibitions for tour under Sciencenter management.

DUTIES AND RESPONSIBILITIES

Marketing

- Works with the Senior Director of External Relations and the Public Relations and Media Manager to implement strategies for the marketing of exhibit rentals and sales
- Conducts research and prepares reports on the marketability of exhibitions
- Assists with the planning and preparation for display of Sciencenter exhibitions on-site
- Help develop advertising brochures, sales plans, product promotions, and coordinates mailings and other promotional efforts
- Promotes exhibit rentals and sales by attending 2-4 museum trade shows per year (e.g. Association of Science-Technology Centers, Association of Children's Museums)
- Maintains content on the traveling exhibition portion of the Sciencenter's website

Contract Administration

- Negotiates rental contracts
- Invoices customers for rentals and sales of exhibits and maintains financial and contract records

Rental Tour Management

- Maintains schedule for touring exhibitions
- Assists in managing the logistics for touring exhibitions, including transportation, installation and storage
- Conducts customer satisfaction and condition report surveys

Technical Support Coordination

- Responds promptly to technical support questions and requests from renting museums
- Coordinates with exhibits staff to ensure successful rental experiences and excellent customer satisfaction

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Bachelor's degree
- Familiarity with sales, development, public relations, marketing, or museum operations
- Strong written and oral communication skills
- Strong initiative and self-motivated with the ability to work both independently and collaboratively, with commitment to a team approach
- Ability to establish rapport and maintain positive professional relationships with widely diverse individuals at other museums and within the organization
- Excellent organization skills, including the ability to work on a variety of projects simultaneously and to establish effective timelines for accomplishing goals
- Computer skills: word processing, database, email. Familiarity with desktop publishing and web design preferable

WORKING CONDITIONS

- Position does not need to be based in Ithaca, NY
- Congenial, fast-paced office environment
- Must be available for travel to 2-4 museum conferences (typically 3-4 days each)

TIME COMMITMENT

- Part-time, 25-30 hrs/week, exempt position
- Occasional evening and weekends
- Sciencenter benefits provided (pro-rated)

APPLICATION INSTRUCTIONS

Please include all of the following in your application:

- Letter of application
- 1-2 page Resume

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

The Sciencenter is an Equal Opportunity Employer