

**SCIENCENTER POSITION DESCRIPTION**  
**Vice President of Museum Experiences**

*(2019-04-29)*

**TITLE OF SUPERVISOR:** Executive Director

**MAIN FUNCTION**

Creative and visionary team leader with a strong commitment to building dynamic, inclusive, and collaborative experiences that positively impact the local community, and national constituencies that the Sciencenter serves. The Vice President of Museum Experiences 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 Experiences 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 Experiences 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 Vice President of Education, 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 Vice President of Strategic Development 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 – 4

#### **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 people and 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](mailto:cFagan@sciencenter.org)

Deadline: Open until filled

*The Sciencenter is an Equal Opportunity Employer*