

# SCIENCENTER POSITION DESCRIPTION

## Traveling Exhibitions Rentals Manager

(2023-05-09)

### TITLE OF MANAGER

Director of Exhibits & Facilities

### MAIN FUNCTION

Responsible for the sales, marketing, and logistics of the Sciencenter's traveling exhibitions program. This position manages the rental, shipping, and logistic coordination of the traveling exhibition program. Responsibilities include planning, marketing, contract administration, rental tour management, and coordinating the shipping of exhibitions. This position is also responsible for growing the existing portfolio of traveling exhibitions through partnerships and the solicitation of new exhibitions for tour under Sciencenter management. All staff are expected to contribute to a culture that supports equity, inclusion, diversity and access through their work at the Sciencenter.

### DUTIES AND RESPONSIBILITIES

- Works with the Marketing and Communication Manager to implement strategies for the marketing of exhibition rentals and sales and contributes to the development of marketing materials and campaigns
- Conducts research and prepares reports on the marketability of exhibitions •  
Negotiates rental contracts with support as needed
- Maintains schedule for touring exhibitions
- Manages the logistics for touring exhibitions, including transportation, and storage •  
Conducts customer satisfaction surveys
- Promotes exhibit rentals and sales by preparing displays for and attending 2-3 museum trade shows per year (e.g. Association of Science-Technology Centers, Association of Children's Museums)
- Assists with planning and preparation for featured exhibitions at the Sciencenter •  
Maintains relationships with past and current rental clients

### EXPERIENCE AND SKILLS

- Strong experience in sales and marketing
- Familiarity with exhibition development and 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: Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint).

## **WORKING CONDITIONS**

- Position is ideally based in Ithaca, NY but this is negotiable
- Must be available for travel to 2-3 museum conferences (typically 3-4 days each)
- We are working towards creating a more inclusive workplace and are looking for candidates who share our commitment. 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**

.75 FTE (30 hr/wk) non-exempt, union position. Occasional weekend and evening work is required.

## **SALARY & BENEFITS**

Hourly wage rate of \$24.75/hour. Pro rated Sciencenter benefits provided.

## **VACCINES**

The Sciencenter requires all new hires to provide documentation showing full vaccination status with FDA-or WHO-authorized or approved COVID-19 vaccines and boosters (within 45 days of becoming eligible), or an approved disability/medical or religious exemption before their first day of work.

## **APPLICATION INSTRUCTIONS**

To apply, please submit a resume and 1 page cover letter that highlights how your past experience, both formal and informal, has prepared you for this position.

Please send application as one PDF to: [cfagan@sciencenter.org](mailto:cfagan@sciencenter.org)

Applications due Monday, June 5.

***The Sciencenter is an Equal Employment Opportunity Employer***