SCIENCENTER POSITION DESCRIPTION

Traveling Exhibitions Rentals Manager

(2023-06-21)

TITLE OF MANAGER
Chief Financial Officer

MAIN FUNCTION
Key member of the Traveling Exhibitions team responsible for the sales, marketing, and logistics of the Sciencenter’s traveling exhibitions program and maintaining our reputation for great relationships with renters.

Responsibilities include communicating with renters about exhibition portfolio, contract administration, scheduling and coordinating the shipping of exhibitions.

This position is also responsible for growing the existing portfolio of traveling exhibitions through partnerships.

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

- Maintains schedule for touring exhibitions
- Manages the logistics for touring exhibitions, including transportation, and storage
- Maintains relationships with past and current renters
- Negotiates rental contracts with support as needed
- 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
- Promotes exhibition 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)
- Conducts research and prepares reports on the marketability of exhibitions
- Conducts customer satisfaction surveys
- Assists with planning and preparation for featured exhibitions at the Sciencenter
EXPERIENCE AND SKILLS

- Strong experience in customer relations
- 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

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

Full-time (40 hours/week), non-exempt, union position. Occasional travel is required.

SALARY & BENEFITS

Hourly wage rate of $24.75/hour. Full 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

Applications due Wednesday, July 12.

The Sciencenter is an Equal Employment Opportunity Employer