

**BUFFALO SOCIETY OF NATURAL SCIENCES
POSITION DESCRIPTION**

Dept./Division: Learning and Interpretation

Position Title: Public Programs Coordinator

Primary Reporting Responsibility: Community Partnerships and Adult Programs Manager

Status: Full-time/non-exempt

Overview:

The Society's culture is one of collaboration, collegiality, and teamwork. Candidates must have a sincere interest in supporting the mission of the Society, and have a desire to enjoy work and colleagues, and strive for excellence, supporting the institutional values of engagement, integrity, diversity, and knowledge.

Summary:

The Public Programs Coordinator is responsible for implementing public and community-based programming that meets the needs of our community to advance the Buffalo Museum of Science as a key learning and educational resource across our region. Through community engagement and public programs, this position will deepen engagement, uplift community voice, and champion the Buffalo Museum of Science as a vital and relevant community-focused museum.

Responsibilities include, but are not limited to, designing, implementing, and evaluating a variety of programs for general audiences, ensuring programs are in line with the Society's mission. This coordinator will also reach out to community stakeholders to understand how the Museum can best serve those in our neighborhood and region.

Priority Projects: With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

Essential Functions:

- Serve as a member of the Learning & Interpretation team, facilitating a variety of inquiry-based, hands-on, audience-directed science and engineering related programs to a range of audiences in on-site, off-site and virtual settings.
- Develop, schedule, and implement programs, classes, workshops and other presentations for youth, adults and families.
- Support programmatic development for events with a high educational mission so that our experiences are reflective of our institutional values and pedagogy.
- Coordinate and serve as lead staff member on programs that support two-way dialogue between BSNS and stakeholder groups.
- Collaborate with External Relations to ensure that promotional information about upcoming events is current.

- Identify and help to cultivate partnership opportunities throughout the community to support the Museum's educational programming and mission
- Develop and oversee initiatives to foster relationship building and collaboration with the diverse communities in Western New York.
- Work with the Community Partnerships and Adult Programs Manager to develop annual budget for managed programs and manage expenses throughout the year
- Achieve and exceed monthly and annual participation and revenue goals.
- Develop, prepare, and submit orally and in writing statistical data and other reports, proposals and grant requests as required so that others in the Society are kept informed.

Education and Experience and Skills Required:

- Minimum of Bachelors degree in science, museum studies or education OR 2-3 years relevant experience.
- Excellent communication skills, including writing and editing.
- Interest in an inquiry-based, student-directed discovery learning approach.
- Experience training, teaching, and evaluating the work of personnel.
- Experience in the management of informal learning programs a plus.
- Experience facilitating interactive programs / workshops for students and teachers a plus.
- Possesses leadership qualities that encourage cooperation and teamwork.
- Has a passion for lifelong learning and a natural sense of curiosity.

Physical Demands:

- Listening and speaking in person with individuals and groups frequently.
- Moving around often or continuously within the Museum.
- Frequently remaining in one place for extended periods of time.

EOE