

## BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

### **Director of Museum Programs and Experiences**

*Inspiring Curiosity Through Exploration*

*Valuing Nature's Wisdom*

**Department:** Learning and Interpretation  
**Position Title:** Director of Museum Programs and Experiences  
**Primary Reporting Responsibility:** President & CEO  
**Status:** Fulltime/exempt

#### **Overview:**

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

#### **Summary of Position:**

Reporting to the President and CEO, the Director of Museum Programs and Experiences provides leadership in creating “Wow” experiences for guests and program participants at the Buffalo Museum of Science. The position leads the development and implementation of all public-, community-, and school-based programs offered by the Buffalo Museum of Science. This position will demand both strategic leadership and hands-on execution. As part of the Society staff leadership team, the Director will contribute to developing and implementing organization-wide strategies and protocols. The position supervises a team of professionals and will serve as the organization’s leading resource in informal learning methods.

#### **Essential Functions:**

##### Program Management:

- Lead all aspects of Learning and Interpretation and Guests Services programs: generate “Wow” experiences.
- Manage Learning and Interpretation and Guest Services staff, ensuring they have the necessary resources to achieve their goals, develop professionally, and attain excellence in all aspects of their work.
- Evaluate and assess programs to determine opportunities for continuous improvement.
- Develop, manage and oversee annual Learning and Interpretation and Guest Services budgets; exceed annual budget goals.
- Build and maintain mutually beneficial relationships with other cultural and community organizations, as well as with the local education community.
- Grow services to the community through educational programs, while continually increasing earned revenue.
- Pro-actively cultivate the relationship with the Buffalo Public School District with the goal of expanding the Society’s contracts and service to students and teachers.

- Build and maintain efficient and accurate internal systems and procedures; produce reports and analysis as necessary.
- Stay current with formal and informal educational topics, trends, and developments, and ensure that NYS MST, Common Core and Next Generation Science Standards are incorporated into program development.
- Establish BMS presence throughout the community as leader in informal STEM learning and program development.
- Work closely with the development department to secure grant, philanthropic, programmatic and sponsorship support.
- Work with the marketing department to ensure appropriate and effective promotion for programs.
- Oversee initiatives to facilitate meaningful, personalized experiences for all guests and help each feel like a rock star.
- Oversee BMS onsite activities that are fun and align with the Society's facilitation pedagogy and quality standards.
- Bring leadership to ensuring that all programming is increasingly inclusive and accessible for all guests.

#### Organizational Leadership

- Participate as a member of the leadership team. Provide leadership to development of organization-wide initiatives including strategic planning, staff engagement, program prioritization and development, and long- and short-term financial planning.
- Provide guidance and expert counsel to colleagues across the organization to increase their knowledge and understanding of best practice in science learning and museum programming.
- Along with senior staff team colleagues, own responsibility for exceeding all organizational goals.
- Develop relationships with industry leaders and vendors to facilitate more and supportive partnerships that benefit the Society's experience, expense and budget planning.
- Invest in staying informed of new developments and bring leadership to Society efforts to remain at the forefront.
- Grow and nurture a staff that is committed to the Society's vision, values, and commitment to excellence (including paid staff, volunteers, and interns)
- Support the President and CEO in efforts to ensure the Society's success.
- Serve as primary staff support to the Science Advisory Committee of the Board of Managers

#### **Required Education/Experience and Skills**

The Society's culture is one of collaboration, collegiality, and teamwork. The Director must have a desire to work in a mission-first and audience-centered culture following the Society's core values of integrity, engagement, diversity, and knowledge. The Director must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree in science, education, or another applicable field.
- Minimum of 7 years of experience; at least 5 years of experience in a supervisory role and 5 years of experience managing projects or programs.
- Strong knowledge of informal learning process and techniques required; museum experience desired.
- Strong working knowledge of general science content and process.
- Familiarity with museum programming and best practices.
- Demonstrated skill and experience in developing and facilitating high quality informal STEM engagement and learning programs for a variety of ages.
- Strong leadership skills, ability to excite staff around shared goals, and willingness to initiate new practices and eliminate old.
- Ability to think strategically and understand both long- and short- term planning needs and opportunities and prioritize the work of self and others.
- Strong creative, strategic, analytical, organizational, and personal communication skills.
- Ability and experience establishing program goals, measuring progress against goals and analyzing results.
- Experience in creating business/financial plans to support programs and activities.
- Lifelong learner with a natural sense of curiosity and respect for science and the scientific process.
- This leadership position will require periodic evening and weekend work.

**Physical Demands**

- A valid driver’s license is required
- Ability to lift minimum of 20 lbs

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability or genetic information.

To apply, please send cover letter, resume, salary requirements and names of three references by email to [careers@sciencebuff.org](mailto:careers@sciencebuff.org)

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