

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Head of Exhibits

Inspiring Curiosity through Exploration
Valuing Nature's Wisdom

Department: Exhibits

Position Title: Head of Exhibits

Primary Reporting Responsibility: Director of Exhibits, Facilities, and Capital Projects

Status: Full Time/Exempt (Monday to Friday, 8am to 6pm, some evenings, weekends, and holidays)

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: The Head of Exhibits will work with the Director of Exhibits, Facilities, and Capital Projects, the Exhibits Staff, volunteers, and contractors to increase the capacity of the Exhibits Department to produce effective new exhibits and maintain existing exhibits for the Buffalo Museum of Science and Tiff Nature Preserve. This position leads, supports, and interacts with staff at all levels of the organization.

Essential Functions:

Operational:

- Day-to-day oversight of BSNS exhibits programs.
- Ensure exhibits are clean, working properly, and supplied, daily coordinates with Exhibits staff, Floor Staff, B&G staff, and Security personnel.
- Manage Exhibits Department work areas, materials, supplies, and equipment.
- Manage accurate Exhibits Department databases; create new schedules/task lists, and inventories as necessary.
- Project manager for some museum programs.
- Supervise exhibit technician(s), contractors, temporary staff, interns, and volunteers.

Design & Fabrication:

- Assist with design, production, and install of graphics.
- Fabricate, install, maintain, dismantle, and load-in/out exhibits.
- Conduct required research in support of exhibit enhancements and exhibit design.
- Collaborate with B&G, L&I, Collections, and other staff on exhibits and other projects.
- Other tasks as assigned.

Education, Experience, Skills, and Qualities Required:

- Bachelor's Degree, degree in Design and/or Project Management preferred.
- Ability to follow and give direction.
- Ability to strategically prioritize and organize work for self, others, and teams.
- Experience in a construction-related field (i.e., carpentry, electrical, metal work).
- Experience with and knowledge of power tools (i.e., table saw, drill press, miter saw).
- Experience in graphic design, production, printing, mounting, and proper installation.

- Proficiency in Adobe Creative Cloud (i.e., Photoshop, Illustrator, InDesign, Acrobat), Microsoft Office (Word, Excel, Outlook, PowerPoint), Sketch-Up and/or AutoCAD (or the like).
- Experience in video editing and production preferred.
- Strong organizational and problem-solving skills.
- Strong researching skills, including use of the Internet.
- Ability to work safely and efficiently in high-stress situations.
- Valid driver's license. Experience driving medium size trucks preferred.
- An interest in science and belief in the potential of knowledge and understanding of science to improve quality of life.
- Possess leadership qualities that encourage cooperation and respect.
- Highly self-motivated, team player.
- Ability to grow and nurture a staff that is committed to the Society's vision, mission, and values with a commitment to excellence.

Physical Demands:

- Listening and speaking on the telephone frequently.
- Work at a computer for extended periods of time.
- Operating power and hand tools.
- Operating lifts, ladders, pallet jacks, and forklift.
- Safely lifting and moving exhibit related elements.
- Use cleaning products, adhesives, paints, and other chemicals regularly.
- Walking often within the Museum.

Equal Opportunity Employer

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.

The Buffalo Museum of Science is a non-profit educational institution dedicated to providing relevant science programming to learners of all ages. The Buffalo Museum of Science is governed by the Buffalo Society of Natural Sciences alongside Tiff Nature Preserve in South Buffalo. Learn more at www.sciencebuff.org.

Please submit resume and cover letter to Resumes@GoldhawkHR.com