



# JOB DESCRIPTION

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**Position Title:** Events & Engagement Manager  
**Department/Division:** Operations

**Reports To:** VP of Operations  
**Status:** Full-time, Non-Exempt

## Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. 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.

## Summary of Position:

The Events and Engagement Manager is a mid-level position charged with creating an exceptional and seamless visitor experience from entry to exit, ensuring that offerings reflect the Society's mission, vision, and values. This team member is an events professional who executes planned events to create "Wow" experiences for guests at the Buffalo Museum of Science. The Events and Engagement Manager, under the supervision of the Vice President of Operations, is responsible for overseeing and implementing single-day programs, multi-day events, community-focused programs, and facility rentals for various spaces in the museum. This position will be responsible for leading the pre-event planning meetings, coordinating with internal staff, external partners and vendors, and coordination of pre-event and day-of logistics. The Events and Engagement Manager will serve as the main point of contact for events and rentals, as well as representing the BSNS at off-site community outreach events.

## Essential Responsibilities:

- Provide leadership and oversight of the events execution process, including planning, budget development, and coordinating staff and external partners and vendors.
- Lead efforts and practices to provide every guest and every colleague with an outstanding experience on each visit; continuously model best practices.
- Establish and implement protocols for successful events execution, including pre-event logistics, permits, insurance, access agreements, and contracts.
- Achievement of rental revenue targets through a combination of birthday parties, private parties or room rentals, and coordinating community-based rentals.
- Generate consistent communication among BSNS departments and museum leadership team.
- Maintain organizational operations calendar; share key event messaging, run of show agendas, and staffing assignments for events and programs.
- Coordinate with the Volunteer Manager to recruit and engage volunteers in guest engagement activities.
- In collaboration with cross-departmental teams, ensure the development of fun, engaging, and educational events that align with the Society's Mission and enhance the guest experience; create Wow moments.
- Foster productive, professional, and collaborative relationships with peers and executive leadership ensuring alignment and a unified approach to achieving goals.

- Build and maintain mutually beneficial relationships with other organizations.
- Thoughtfully manage community engagement opportunities; filter through requests, provide leadership in selecting ones that align with Society objectives, and engage appropriate peers.
- Participate in the development of the public engagement calendar and performance evaluation of completed events.
- Ensure set-up and signage throughout the Museum is ready for each event.
- Manage and update Standard Operating Procedures for facility usage for internal and external events.
- Contribute to organization-wide efforts as appropriate.
- Other duties as assigned.

### **Education, Experience, Skills, and Qualities Required:**

- At least 3 years of related professional experience, including events management; nonprofit experience preferred.
- Demonstrated skill and experience in developing and facilitating high-quality events for a variety of multigenerational clients and audiences.
- Strong leadership skills, ability to excite staff around shared goals, and willingness to initiate new practices.
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion.
- Ability to think critically and strategically; able to plan and prioritize the work of self and others.
- Exhibits good judgment and independent decision-making skills; ability to work independently without close oversight.
- Strong time-management, organizational skills, and the ability to manage multiple tasks and projects at one time. Strong computer skills, attention to detail, and organization.
- Outstanding interpersonal skills, ability to motivate and excite others, comfortable speaking publicly and to groups.

### **Physical Demands:**

- Sitting for long periods of time at a work desk/computer on a daily basis.
- The ability to lift up to 40lbs.
- Valid driver's license and ability to travel.
- Must adhere to uniform policy by dressing in branded, clean, or other supervisor-approved attire.
- Flexible with regard to schedule; weekends, evenings or holidays may be required.
- Regular attendance is an essential function of this job.

### **To Apply:**

The base rate for this role is \$27 per hour (37.5 hours per week), with additional consideration given for relevant experience and qualifications. Interested candidates should send a cover letter and resume to [jdusher@sciencebuff.org](mailto:jdusher@sciencebuff.org).

### **Equal Opportunity Employer:**

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.