

BUFFALO SOCIETY OF NATURAL SCIENCE POSITION DESCRIPTION

Dept./Division: Learning and Interpretation

Position Title: Kellogg Observatory Manager/Astronomy Facilitator of Learning

Primary Reporting Responsibility: Director of Learning

Status: Full-time/non-exempt

Overview: At the Buffalo Museum of Science, we take pride in providing an environment that inspires curiosity, self-directed learning and fun for our guests of all ages. All staff are recruited, trained, directed and developed with this in mind. We believe that science is fun and that everyone can be a scientist when they make observations and ask questions. Research shows that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary: The Kellogg Observatory Manager/Astronomy Facilitator of Learning is dedicated to providing outstanding astronomy/observatory experiences to audiences of all ages with a variety of background knowledge. This position plays a critical role to develop the Museum's standing as a premier resource for astronomy experiences and in communicating astronomical events to the community in alignment with the Society's mission, vision, strategic plan and education pedagogy, which is rich in inquiry-based, user-directed discovery learning. This manager will be responsible for development and management of the astronomy program and full array of astronomy offerings both in house and off site. We seek a person with demonstrated experience in hands-on astronomical observation and instrumentation, program management, a desire to collaborate, a zest for public outreach, and strong communication skills. This individual is to work hand-in-hand with the Public Programs, Community/Adult Programs and Science Communicator/School Services Manager to provide seamless and meaningful experiences for all of our audiences, helping to inspire lifelong learners and create lasting memories.

Essential Functions

- Research, development, delivery and training of observatory experiences to a broad audience spectrum utilizing the Society's Kellogg Observatory and historic Lundin telescope; additional astronomical telescopes and instrumentation including a portable planetarium.
- Management and maintenance of the Kellogg Observatory; instrumentation and facilities.
- Build, deliver and manage all aspects of the astronomy programs including but not limited to outlining logistics and implementing, overseeing reservations, engaging and scheduling programming partners such as the Buffalo Astronomical Association (BAA), and working with the Society's marketing department on promotions
- Serve as content experts to help shape hands-on, discovery-based learning experiences to include birthday parties, workshops and the Buffalo in Space Exhibit.
- Supervision of community outreach activities working with the BAA and other astronomical organizations for collaboration and participation on astronomical experiences on and off site.
- Communicating content expertise in person and across social media platforms.
- Support for astronomical observations across all departments and offerings including special events and VIP viewings.
- Accountable to exceeding attendance and revenue goals for astronomy programs.

Education, Experience and Skills Required:

- An advanced degree in astronomy or a closely related field preferred.
- 2-3 years experiences delivering night/solar observatory and/or planetarium experiences.
- Ability and desire to produce products and experiences of the highest quality.
- Experience working with a diverse audience from early learners to amateur astronomers.
- Experience working with volunteers and partner organizations.
- Ability to present in a dynamic and engaging manner.
- Excellent verbal and written communication skills.

- Ability to break down subject matters in a way that people with a range of backgrounds in science can understand.
- Enjoys talking about science/astronomy to others.
- Thinks objectively and thoroughly; researches carefully.
- Open-minded, adaptive, growth-minded with a sense of humor.
- Ability to effectively present content in both one-on-one and group settings in an engaging, energetic and compelling manner.
- Interest in an inquiry-based, student-directed discovery learning approach.
- Strong organizational skills and high attention to detail
- Possesses leadership qualities that encourage cooperation and teamwork.
- Has a passion for lifelong learning and insatiable curiosity.
- Ability to work days, evenings, and weekends as needed.

Physical Demands:

- Hearing and speaking in person with individuals and groups frequently.
- Walking often within the Museum.
- Standing frequently for extended periods of times.
- Sufficient eyesight and hearing to communicate effectively with others.
- Lifting and moving up to 40 lbs.
- Possess a valid driver's license.

The Museum's culture is one of collaboration, collegiality and teamwork. Candidates must enjoy working with people and have a desire to produce products and experiences of the highest quality. This job description is not intended to be interpreted as a comprehensive inventory of all duties, qualifications and work conditions. There will be times when the duties of this position will be modified in order to provide the best possible experience for our guests.

Please submit cover letter, resume and names of three references via email or USPS to:

Careers
 Buffalo Museum of Science
 1020 Humboldt Parkway
 Buffalo, NY 14211
careers@sciencebuff.org

EOE