

## BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

### **Director of Museum Programs**

*Inspiring Curiosity Through Exploration  
Valuing Nature's Wisdom*

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

#### **Overview:**

At the Buffalo Society of Natural Sciences, 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 of Position:**

Reporting to the President and CEO, the Director of Museum Programs is responsible for the strategic management, oversight 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. The Director will work closely and independently with institutional leadership including members of the Board of Managers and other key volunteers, and staff throughout the organization. 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 expert in informal STEM learning methods and programs. The Director will lead efforts to ensure that we are offering high-impact, high-quality, mission-first initiatives built on the Society's pedagogy of inquiry-based, user directed discovery and highlighting the Museum's unique assets and resources – our staff, collections and our venues. This position will also be responsible for achieving financial and participation goals.

#### **Essential Functions:**

##### Program Management:

- Manage Learning and Interpretation staff, ensuring they have the necessary resources to achieve their goals and that their efforts are directed in support of the Society's mission and overall objectives.
- Work to ensure staff are developing professionally and that they attain excellence in all aspects of their work.
- Lead all aspects of Learning and Interpretation programs, from program planning and development, implementation, and assessment. Ensure programmatic quality and educational and curricular connections to the Society's collections.
- Evaluate and assess programs to determine opportunities for continuous improvement.
- Develop, manage and oversee annual Learning and Interpretation budget. Monitor budget monthly and make adjustments as necessary.

- 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 to support Learning and Interpretation programs and functions, including use of the Society's Altru database. Produce reports and analysis as necessary.
- Stays 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 presence internally and throughout the community as leading contributor to informal STEM learning and program development.
- Work closely with the Development Department to secure grant, philanthropic, programmatic and sponsorship support.
- Engage and manage external vendors as necessary, working to manage quality results within budgets.
- Work with the marketing department to ensure appropriate and effective promotion for programs.
- Pro-actively communicate Learning and Interpretation activities and plans to colleagues throughout the Society as appropriate.

#### Organizational Leadership

- Participate as a member of the staff Leadership Team. Provide leadership to organization-wide initiatives including strategic planning, staff engagement, program prioritization and development, and long- and short-term financial planning.
- Provide on-site leadership to organization-wide events; model best team practice in production, program facilitation, guest service and engagement, etc.
- 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.
- Stay abreast of best practices and new knowledge in the field.

#### **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; 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.

- Master's degree in science or education 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.

**Physical Demands**

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

The Museum's culture is one of collaboration, collegiality and teamwork. Candidates must enjoy working with people and have a desire to strive for excellence, supporting the institutional values of engagement, integrity, diversity and knowledge. 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.

This leadership position will require periodic evening and weekend work.

To apply, please submit cover letter, resume, three references, and salary requirements to:

[careers@sciencebuff.org](mailto:careers@sciencebuff.org)

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