



January 9, 2017

Employment Opportunity

Director of Visitor Experience Catawba Science Center, Hickory, NC

Catawba Science Center seeks a creative, energetic, team member to provide leadership for all visitor and customer experiences.

Responsibilities include:

- Ensuring the quality of the visitors' and customers' experiences.
- Supervision, team-building, training (as required), and scheduling of Education, Visitor Services, and Gift Shop staff.
- Supervision of educational and visitor services activities, including programs, admissions, gift shop and visitor interaction.
- Recruiting, training, and coordinating volunteers.
- Oversight of front-line tasks, reporting and statistics.
- Serve as database administrator for museum ticketing (admissions and programs), merchandise, and membership/development software.
- Reviewing and developing related policies and procedures.
- Oversight of planning, development, design, and implementation of educational offerings.
- Development and monitoring of related program and project budgets.
- Representing CSC to outside organizations and individuals.
- Other duties as assigned.

Desirable experience/qualifications:

- Bachelor's degree required (Master's preferred) in science, education, or comparable field.
- Experience working in a museum, science center or similar non-profit organization.
- Effective supervisory experience.
- Excellent team-building, communication and problem-solving skills.
- Strong computer skills (Word, Excel, point of sale software, etc.).
- Driver's license required.
- Interest in science.

Some weekend, night, and travel is required.

Salary range: Based on qualifications and experience. Benefits include medical insurance partially paid by employer, matching retirement plan, vacation, sick leave and more.

How to apply: Send resume, cover letter, three references and salary requirements to Human Resources by e-mail: jobs@catawbascience.org or mail: P.O. Box 2431, Hickory, NC 28603 . Position open until filled. CSC is an Equal Opportunity Employer.