

# KENTUCKY SCIENCE CENTER

## POSITION DESCRIPTION

**Title:** Fee-Based Programs Specialist  
**Department:** Visitor Experience  
**Reports to:** Fee-Based Programs Coordinator

### **SUMMARY:**

This position is responsible for overseeing the development and implementation of fee-based family and group programs to ensure that all programs and associated programming are prepared each day. The Fee-Based Programs Specialist will assist with new staff and volunteer training and coaching sessions. Secondly, this position will coordinate closely with the Visitor Programs Specialist to oversee floor facilitation and programming and to ensure that effective staff direction occurs during all operating hours. The Fee-Based Programs Specialist is expected to spend at least 80% of their weekly time overseeing fee-based family programs and workshops, monitoring visitor experience quality, informally assessing staff and volunteer interactions and demonstrations, stepping in whenever necessary to facilitate, present programming, and ensuring that all programs and activities are presented on time, by well-trained staff. In turn, the Specialist will sharpen and enhance his/her professional and technical skills and develop team-building, project management, collaboration and communication strategies.

### **RESPONSIBILITIES:**

- With the Fee-Based Programs Coordinator, develop and oversee the presentation and development of the day to day logistics of programs and activities including but not limited to: on site seasonal camps, scout programs, birthday parties, family science nights and specialty programs so that these programs operate smoothly and effectively to ensure the highest experiential quality. Whenever necessary the Specialist may step in to facilitate these programs.
- Take an active role in program and special event planning teams as needed.
- Continually monitor the day to day logistics of programming, facilitation and demonstrations; step in when necessary to present and facilitate programming to ensure that KSC exhibit and programs are always “show ready”.
- Train entry-level educators; lead training sessions as assigned.
- Perform on-going, informal assessment/evaluation of both programs, and program educators.
- In coordination with the Fee-Based Programs Coordinator, present/ train presenters for fee-based programs.
- Oversee staff and volunteers’ weekly schedules working closely with Education Manager to maintain effective levels of facilitation with operating budget.
- Monitor all program supply needs and coordinating purchasing requests as needed with the Administrative Staff.
- Assist in the development of marketing and communication materials/collateral as needed.
- Other duties as assigned.

### **REQUIREMENTS:**

- BA or BS degree with major in education, science, or theater preferred; or minimum five years equivalent work experience in a responsible role within a dynamic, informal educational environment.  
2-3 years experience in some capacity involving direct public interface on a regular basis; experience in informal learning methodologies and interpretation/facilitation is preferred.

### **SKILLS:**

- Excellent communication skills; presentation and public speaking. Must be able to demonstrate effective interpretation and facilitation skills.
- Reliable, organized, self-starter. Ability to work with little direct supervision
- Demonstrated ability to both work in and lead teams of diverse staff
- Keen eye for identifying potential problems or issues; recommending solutions
- Willingness and ability to take appropriate, calculated risks; independent thinker.

**KNOWLEDGE REQUIRED BY POSITION:**

- Understanding of the Science Center’s mission and objectives.
- Ability to organize and assist with program development and facilitation.
- Ability to act with tact and diplomacy, dealing effectively with public and partners.
- Ability to participate as a team member with all Science Center staff.
- Ability to write effectively in communication with staff and public.
- Ability to meet agreed upon deadlines.
- Ability to work effectively with people of different ages, experiences, and economic levels.
- Ability to troubleshoot—spot potential problems before they arise.
- Ability to work creatively and collaboratively with limited resources.
- Ability to work nights as needed, and on weekends.

**EFFORT:**

Must be able to see, hear and speak. Incumbent spends a considerable amount of time standing, walking, manipulating objects with fingers and hands, reaching, climbing, stooping, kneeling, bending and stretching. Spends significant amounts of time working at a computer, reading, examining information and objects. May be asked to lift up to 25 lbs. from time to time.

**WORKING CONDITIONS:**

Work is performed in a moderately noisy environment.

**MACHINES, TOOLS, EQUIPMENT:**

Computer, printer, photocopy machine, calculator, telephone, fax machine, camera.

**CLASSIFICATION:**

Range 1  
Non-Exempt  
Regular Full Time

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Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.

*The Kentucky Science Center is an equal opportunity employer.*