

Operations Supervisor - Lichterman Nature Center

MoSH - Museum of Science & History - Lichterman Nature Center

5992 Quince Road, 38119

Located in Memphis, TN, the Museum of Science and History is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum family consists of the Pink Palace Museum, Lichterman Nature Center, Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- **Advocating for Authenticity** – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- **Magnifying Belonging** – Building active audiences through outreach, co-creation, and participatory inclusion.
- **Embodying Holistic Stories** – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- **Constructing Intersections** – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

Works under the general direction of the Lichterman Nature Center Manager to oversee and manage the daily operations and business affairs of Lichterman Nature Center (LNC). Supervises the ticketing and reservations process. Monitors cash control, and determines attendance and processes financial data in a timely manner. Determines policies and procedures for the nature center regarding daily operations. Maintains accurate revenue and expenditure records to allow analysis of the financial situation at the nature center. Assist in developing, reporting, and administering LNC's City of Memphis and Memphis Museums, Inc, budgets. Controls budget goal \$148,000 or more annually for revenue generation which is essential to the performance evaluation. Works closely with and coordinates with Memphis Museums System's fiscal officers on developing, reporting, and administering LNC's City of Memphis and Memphis Museums, Inc. budget. Serves as LNC's representative for LNC's contracted operations-related activities and services: identifies areas requiring contracted services,

budgets, determines needs and administers and monitors contracts (i.e., computers, food service, office machines, telephones, etc.) Supervises facility rentals conducted during and after regular hours of operation. Makes assignment of duties, supervises, and conducts performance appraisals for assigned staff. Ensures that the facility operates smoothly, efficiently, and is enjoyable for all visitors.

Implements Five Year Operating Plan relative to the department's goals, initiatives, and special projects.

May serve as LNC manager in his/her absence.

Performs additional function (essential or otherwise) which may be assigned.

Qualifications

- A bachelor's degree in Business or Liberal Arts, or closely related field and three (3) years related experiences with one (1) of the three (3) in a lead supervisory capacity; or any combination of experience or training which enables one to perform the essential job functions.
- Must possess a valid driver's license.
- Ability to work successfully in an environment with staff and other department managers
- Proficiency in setting goals and evaluating and communicating success.
- Strong skills with Outlook 365 programs, Microsoft Word and Excel programs
- Exceptional organizational skills
- Flexible and adaptable work schedule with the ability to attend functions, work nights and weekends, and work independently.

Compensation

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply:

Submit resume and cover letter via e-mail to:

Andy Williams

Manager

Lichterman Nature Center

Museum of Science and History Memphis

andy.williams@memphistn.gov

Applications will be accepted until July 2, 2021 or until the position is filled. The Museum of Science and History is an Equal Opportunity Employer and values diversity. Academic, credit and criminal background checks will be conducted before a final offer is made. More information about the Museum of Science and History including Lichterman Nature Center can be found on our website at www.memphismuseums.org.