

## JOB DESCRIPTION

**Title:** Public Programs / Exhibits Director  
**Supervisor:** Vice President of Education  
**Prepared By:** Jenn Wright  
**Date Prepared:** 7/16/02  
**Date Revised:** 9/8/09

*Kalamazoo Nature Center (KNC) is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.*

### **Summary of Position:**

The Public Programs / Exhibits Director is a regular, full-time position with responsibilities including, but not limited to design, management and implementation of all public interpretive programs, major festivals and special events at the Kalamazoo Nature Center. Position oversees the Exhibits Coordinator who provides daily care and maintenance of all educational exhibits including: plants, aquaria, live animal exhibits, animal feeding stations, interpretation on KNC trails, temporary exhibits and art shows. This person will also train, supervise, and schedule paid and unpaid (volunteer) staff working in this area.

### **Duties:**

- Develop, market, and direct all on-site public programming related to the KNC mission including, but not limited to: weekly Sunday family programs, early childhood series, senior programming, family trips, summer barn programming and sustainable living series.
- Develop and direct several major special events each year that relate to the KNC mission, produce positive net funds, and that are market driven.
- Schedule and manage the artist exhibitions in the Glen Vista Gallery.
- Maintain all educational exhibits including plants, aquaria, live exhibit animals and wildlife feeding stations.
- Maintain and update trail exhibits and signage; trail guides and other outdoor and indoor self guided visitor material.
- Maintain policies and procedures pertaining to live animals on exhibit and for education.
- Oversee the upkeep, maintenance and seasonal changes of the following KNC exhibits: Nature Up Close, Expedition Station, Butterfly House, Bug House, Sun-Rain Room, Glen Vista Gallery, Wildlife Feeding Stations and Barnyard.
- Develop, implement and oversee short and long-range plans and budgets.

- Maintain equipment and supplies.
- Ensure that all aspects of this program relate to the KNC mission, are market driven, and provide quality customer service.
- Assist with other duties related to the KNC mission as needed

**Entrance Requirements:**

- Minimum of 5 years experience in the field of environmental education, interpretation, teaching or related fields.
- Bachelor's degree in environmental education, interpretation, biology, or related field, master's degree helpful
- Demonstrated understanding of principles of interpretation and environmental education
- Ability to present to all ages
- Experience producing major special events
- Experience in developing and maintaining living and nonliving exhibits
- Excellent oral and written communication skills
- Experience in working with volunteers and supervising staff
- Detail oriented in regards to the exhibit design and maintenance
- Creativity and high energy
- Ability to work as a team member as well as individually
- Commitment to the KNC mission
- Ability to work with a diverse group of people
- Self-starter and self-directed
- Able to maintain a flexible work schedule – weekends, evenings and holidays
- Able to lead groups over rough terrain in all weather conditions
- Able to lift 50 pounds
- Computer competency

**How to Apply:**

Send resume, cover letter, and names and telephone numbers of three references to:

Jenn Wright

Vice President of Education

[JWright@naturecenter.org](mailto:JWright@naturecenter.org)

Or mail to:

Kalamazoo Nature Center

Attn: Jenn Wright

7000 N. Westnedge Ave.

Kalamazoo, MI 49009

**Application Deadline: September 23, 2009**

**Mission Statement:** To inspire people to care for the environment by providing experiences that lead them to understanding their connection to the natural world.

**Andrea Grix**

Education Program Coordinator

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