



**JOB ANNOUNCEMENT**  
**Director of Learning and Engagement**

South Coast Botanic Garden, an 87-acre urban oasis in Palos Verdes, CA, is at a tipping point toward significant success, with the recent unveiling of a stunning new \$4 million Rose Garden, a show-stopping 400 square foot Living Wall, and the arrival of Hide and Seek, a long-term exhibition of eight remarkable large-scale works of fine art sculpture. There is even more excitement to come, with a long-range Vision Plan that will reimagine the entire guest experience, including the creation of a 3.5 acre Children's Garden and a 17-acre Water Garden to be unveiled in the coming years. There's never been a better time to join this dynamic team.

**POSITION TITLE:**

Director of Learning & Engagement

**REPORTING RELATIONSHIP:**

Reports to Chief Operating Officer (COO)

**JOB SUMMARY:**

The South Coast Botanic Garden Foundation (SCBGF), a non-profit organization, is a large garden with a multi-faceted mission: conservation, sustainability, education and beautiful exhibition of plants that highlights coastal California at its finest. It is imperative that the growth of the institution lead with a high standard of quality and display. This position is an excellent way to be an integral part of a growing nonprofit organization and serve on the front-line of delivering mission content to our visitors and members through the creation and execution of thoughtful and provocative exhibits and programming, as well as formal and informal learning experiences.

**RESPONSIBILITIES:**

- Plan and execute designated events, programs and exhibits while staying within budget and meeting Garden's mission, goals and objectives.
- Develop department budget and goals, monitor progress toward goals, make adjustments as needed.
- Create multi-year exhibition schedule and act as key lead in planning and execution.
- Develop an extensive calendar of events with ample lead time to generate sponsors, ideally one year in advance.
- Develop work plans and guide teams toward learning and engagement excellence.
- Actively participate on the Leadership Team and board committees as directed by the CEO and COO
- Foster positive relationships with other Garden departments to execute programs and reach identified goals.
- Create and execute programs that will improve the overall guest experience and meet attendance and revenue goals.

- Manage exhibits and programs from conception to planning to execution to post-program evaluation.
- Develop educational and curriculum infrastructure for school visits, programs and general Garden tours.
- Develop educational framework for interpretation.
- Develop, implement and facilitate training programs for department exhibits, programs and learning experiences.
- Manage and supervise paid and unpaid staff dedicated to exhibitions and public programs that drive attendance and revenue, as well as learning experiences in the Garden.
- Create new strategies for implementing a formalized learning experience for schools through NGSS aligned tours and hands-on programs in the Garden, as well as informal learning experiences such as Garden tours for groups and guests.
- Develop and implement a Volunteer Guide program to groom and train volunteers to lead school visits and group tours.
- Implement and oversee the Learning & Engagement Class program which offers Garden-themed and health and wellness classes.

#### **REQUIREMENTS:**

This person is a self-motivated, experienced and enthusiastic professional with the ability to build positive relationships with other departments, staff members, board members, donors and volunteers and excels in a fast-paced environment. The right candidate will be an experienced self-starter with the ability to manage the creation, administration and logistics for multiple annual exhibits, public programming, and formal and informal learning experiences. Strong management and organizational skills, exceptional attention to detail, and eye for strategic direction are critical. They will be able to solve problems, anticipate project needs, discern work priorities, and meet deadlines and budgets with little supervision.

- Strong team building skills, with the ability to mentor and inspire others
- Ability to independently and effectively work collaboratively across all departments
- Experience writing and overseeing contracts, vendors and external partners
- Ability to prioritize high-level responsibilities and work with little supervision
- Ability to multi-task simultaneous projects effectively in a high-interrupt environment
- Strong acumen for setting and attaining revenue, expense and attendance goals and outcomes

#### **QUALIFICATIONS:**

- Bachelor's degree required
- At least 7 years of related experience in program management
- Experience with exhibit and/or event planning designed for large audiences
- Working knowledge of software programs

Position is full-time, exempt. Must be available weekdays and some weekday evenings. Pay rate DOE. Please submit your cover letter and resume to [marylynn@southcoastbotanicgarden.org](mailto:marylynn@southcoastbotanicgarden.org) to apply.