



JOB ANNOUNCEMENT
Manager of Learning & Engagement (Exhibits)

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:

Manager of Learning & Engagement (Exhibits)

REPORTING RELATIONSHIP:

Reports to Director of Learning & Engagement

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 as the lead implementer of Garden exhibits. Current major exhibits consist of South Coast Botanic Garden's GLOW (Garden Lights Ocean Waters), SOAR Tropical and Monarch Butterflies and various traveling exhibits throughout the year.

Under the general direction of the Director, this position plays a key role in planning and implementing Garden exhibits. This is a fast-paced, evolving environment and we seek a candidate eager to help our Garden continue its journey as a place for all to enjoy. The job requires working weekends, evenings and holidays in an indoor and outdoor environment in various weather conditions.

RESPONSIBILITIES:

- Project manage a multi-year exhibition schedule and act as key lead in planning and execution while staying within budget and meeting Garden's mission, large revenue goals and program objectives.
- Manage current and future exhibits from conception to planning to execution to post-program evaluation with support of Manager and Coordinators.
- Foster positive relationships with other Garden departments to execute programs and reach identified goals.
- Hire, train and supervise paid and unpaid exhibit staff.
- Monitor and track cross-departmental exhibit budget and revenue projections and prepare reports as needed.

REQUIREMENTS:

- Self-motivated, experienced and enthusiastic professional
- Strong management and organizational skills with exceptional attention to detail
- Ability to work collaboratively, independently and effectively across all departments
- Experience managing a project or event budget of over \$200,000
- 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

Education/Experience Requirements:

Associate's or Bachelor's degree preferred in project management, curatorial/museum management, event planning, communication or similar. One to three years of experience and success in event or exhibit production and customer service in a public facing role within fast-paced working environments is required.

QUALIFICATIONS:

- Excellent organizational skills and attention to detail
- Strong dedication to world-class customer service
- Interest in nature, non-profits, public gardens and learning
- Ability to relate well to people of all ages and backgrounds
- Dedication to inclusion and diversity
- Ability to stand, walk and bend for consecutive hours at a time
- Intermediate knowledge of Microsoft Word, Excel and Google or similar programs preferred
- Current driver's license
- Exhibit enthusiastic, upbeat energy and excitement about South Coast Botanic Garden, and a pro-active, solution-oriented demeanor when responding to or serving guests, members, staff, volunteers and visitors

Position is full-time, non-exempt. Must be available some weekends and weekday evenings. Pay rate DOE. Please submit your cover letter and resume to katryn@southcoastbotanicgarden.org to apply.