



DiscoveryCube

Discovery Cube offers hands-on science education that delights, challenges, and encourages kids. Discovery Cube has made a positive difference in thousands of lives for 35 years. Our organization achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These future-forward initiatives inspire educators, their students, and all of us committed to learning for life.

Our original center in Orange County, as well as our newer Los Angeles campus, gives those seeking immersive, interactive science activities a way to jump into the learning fun. In addition to our campuses, educational outreach programs remain a major part of our mission. Bringing a host of experiences directly to learners is essential to achieving the organization's core initiatives. It's a mission that also includes empowering real-world applications by giving learners a chance to make a difference. This vision has made the Discovery Cube a prominent advocate for modern science education over the years. Spotlighting science as a solution and as a force for good is what Discovery Cube so successfully does.

**Position: Program Manager, Full-Time, Discovery Cube Los Angeles**

This position will oversee, maintain and improve programs specific to Operations, including Signature seasonal programs, temporary exhibits and event partnerships. This position will also support new programs and opportunities that build relationships with external organizations that highlight our four core initiatives.

**Responsibilities:**

- Oversee programs and ensure that they are running smoothly and as designed
- Ensure that programs have the appropriate staffing levels to support the demand on the programs
- Ensure that all programs have supplies to support the demand on the program
- Develop and conduct training to increase job knowledge of staff running programs and traveling exhibits
- Provide support and communications to Operations Management
- Lead installations and dismantles of all traveling exhibits and programs
- Capable of multi-tasking
- Work with the IT, Facilities, and Exhibits team members to install, maintain, and dismantle programs and traveling exhibits
- Communicate effectively both verbally and written with staff members and guests
- Make support documents for programs- inventory, checklists, etc.
- Support and work at Santa Ana campus when necessary
- Constantly review and refresh existing content in order to keep the programs competitive
- Develop new content for existing programs to keep them fresh and relevant
- Participate in planning and development meetings and execution
- Support Exhibit and Program Development department
- Create and maintain training manuals and guides to increase staff knowledge and performance of seasonal and temporary exhibits and programs
- Perform operations role and duties including show walks to provide support for the Discovery Cube Los Angeles and Discovery Cube Orange County campuses as needed



**Qualifications:**

- College degree preferred
- Must have experience in the management of guest-facing programs and exhibits
- Museum experience is a plus
- Able to find positive solutions through creativity and thoughtful thinking
- Able to work in a variety of environments and handles change well
- Have strong time management skills and able to meet deadlines without issue
- Must be able to lead a team for setup and strike
- Understand safety in the workplace
- Provide great customer service to our guests
- Excellent attention to detail and problem-solving skills
- Demonstrated high level of competency with Microsoft Office software
- Excellent written and oral communications skills, including public speaking
- Ability to manage many projects at one time, prioritizing, meeting deadlines and planning for high efficiency
- Initiative and strong work ethic
- Ability to work with a diverse group of people
- Must be available to work weekends and holidays
- Must drive and have own transportation

**What's In It For You:**

- Medical, dental and vision insurance
- Optional supplemental insurance coverage
- 401K with up to 4% match after one year for full-time employees
- 14 Free general admission tickets per year
- 4 Bubblefest tickets plus admission
- 10% of on-site dining and shopping discount
- Employee discounts through ADP
- Accrued paid time off for full-time employees
- 10 paid company holidays

**Pay Range for this position is: \$65K-\$75K**

*Discovery Cube provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*



**DiscoveryCube**

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*