



## **Science Festival Coordinator – Greater Charlotte Area Part-time position announcement**

The North Carolina Science Festival seeks an energetic, motivated individual to play a vital role in the development, implementation, and expansion of its presence in the greater Charlotte area, including Mecklenburg, Gaston, Union, Cabarrus, Lincoln, Rowan and Iredell counties. Duties will include facilitating and organizing key events leading up to and during the April 13-29, 2012 Festival, overseeing one signature (large scale) event to be held in Charlotte, and maintaining excellent collaborative relationships with Festival partners before, during, and after the Festival.

This position is part-time, 20-hours per week and is based out of Discovery Place in Charlotte, NC. Some travel is required, particularly within a day's drive of Discovery Place.

The responsibilities of the North Carolina Science Festival (NCSF) Coordinator are to:

### Serve as local point of contact for Festival meetings, events, and activities

- Recruit and assist in the organization of a minimum of 34 unique science-related events planned for the greater Charlotte area. These events could include science-themed talks, tours, lectures, expos, street fairs, open houses, cafes, demonstrations, hikes, etc.
- Work collaboratively with NCSF, partner institutions, and volunteers to develop effective strategies for engaging diverse audiences in Charlotte and surrounding counties
- Arrange and facilitate meetings with cultural institutions and schools to generate enthusiasm for the NCSF
- Develop and implement science education programming consistent with the NCSF mission and goals. These programs will appeal to a variety of audiences, including K-12 students, adults, and families.
- Consult and advise science education collaborators and sponsors in the development of programs and activities for the NCSF, providing training and technical assistance on program development and curriculum/activity development and implementation

### Oversee one signature event in the Charlotte area with target participation of 6,000+

- Conduct research, make site visits, and find resources to help Festival staff make decisions about event possibilities
- Provide periodic progress reports to staff directors
- Coordinate logistics for planning and hosting of event
- Keep track of event finances including check requests, invoicing, and reporting





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- Assist with negotiations for space contracts, booking, food/beverage arrangements, supplies, a/v equipment, travel, marketing and PR efforts to ensure the quality expectations for event are met
- Serve as liaison with vendors for event-related matters
- Assist with managing on-site production and clean up for event as necessary
- Close out all event-related matters as required

**Qualifications:**

- Excellent communication skills, including writing, proof reading skills, and speaking
- Ability to manage multiple projects and work assignments
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Ability to accomplish projects with little supervision
- Fantastic customer service ethic and high expectations for quality
- Bachelor's degree preferred; significant work experience can substitute for the degree
- At least 2 years experience coordinating special events and/or public speaking
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email, web searches and social networking tools
- Evidence of creative thinking and problem-solving on the fly
- Ability to visualize a variety of events not only from start to finish, but also the steps needed to successfully accomplish those steps
- Budget management experience
- Enthusiasm for science!

All work will be conducted in a manner consistent with the North Carolina Science Festival. The Festival will provide marketing collateral to assist with Charlotte-area efforts. Additionally, the Charlotte-area Festival coordinator will be expected to conduct evaluation activities for Festival-related activities using the Festival evaluation framework. The NCSF will provide ongoing training and support through regular communications via weekly phone calls and periodic face-to-face meetings.

Additional information about the NCSF is available at [www.ncsciencefestival.org](http://www.ncsciencefestival.org).