



JOB POSTING

What's Your Engagement Title	TBD	FLSA Class	Exempt
Traditional Job Title	Entrepreneurial Initiatives Manager	Type	Regular, full-time, salary
Reports to	COO	Travel	As needed
Department	Administration	Note(s)	



OUTCOME ACCOUNTABILITY: EMBODY MISCI AS A SPARK HUB & NEIGHBOR FOR OUR GUESTS, OUR PARTNERS AND OUR FELLOW TEAM MEMBERS. WE VALUE AND CREATE SPARKS OF IMAGINATION AND CREATIVITY WITH STEM; WE VALUE OUR ROLE AS A HUB AND FOR HANDS-ON, TRANSFORMATIVE EXPERIENCES THAT INSPIRE CONFIDENCE AND DISCOVERY AND WE ARE A MAGNET FOR STEM EXPLORERS, KID AND ADULT; WE VALUE OUR ROLE AS A NEIGHBOR TO OUR VISITORS AND TO EACH OTHER, CREATING AN ENVIRONMENT OF WELCOME, SUPPORT, AND DYNAMIC CREATIVITY. YOU ARE THE SOURCE OF POSITIVE INFLUENCE AND A GO-TO LEADER FOR DEMONSTRATING SOUND, ETHICAL BUSINESS PRACTICES TO STREAMLINE PROCESSES TO ACHIEVE MAXIMUM REVENUE GROWTH AND GUEST SATISFACTION.*

DISPLAY PASSION AND ENTHUSIASM WHEN DESCRIBING EACH SCIENCE CENTER AMENITY AND PROGRAM AND PERFORM THESE CORE ROLES:

- Develop, implement, and oversee processes for major initiatives related to procurement, capital projects, and contract management.
- Develop and promulgate operating procedures, using tact and influence across the organization, to structurally ensure best-in-class, five-star operating processes.
- Review, negotiate, monitor and evaluate contracts and contractual relationships - including expense contracts, revenue contracts, banking agreements, construction contracts, grants, etc.
- Make bold and well-informed recommendations for innovative improvements to operations that drive dramatic and revolutionary achievement of organizational mission and goals.
- Demonstrate to staff, leadership, partners, and the community the highest ethical principles in contract awards, negotiation, and similar transactions. Turn each transaction into an opportunity to build goodwill.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:


- Bachelor's degree required; graduate and post-graduate degree(s) preferred.
- 2-3 years in public or private-sector business operations experience required; museum/science center experience preferred.
- 2-3 years in leadership of multi-generational, multi-experiential teams.
- Speak and write clearly in English.
- Must not have legal restrictions on working w/children.

Preferred Skills: Advanced critical thinking perspective with high-level data collection, evaluation and analysis; must have an ability to launch complex, data-driven projects by appealing to all styles of learners without getting bogged down in detail.


SUCH AS PROJECT MANAGEMENT, TICKET SALES AND ROYALTY MANAGEMENT, OR LABOR-TASK MANAGEMENT SYSTEMS.

PHYSICAL DEMANDS: WORKING PRIMARILY IN AN OFFICE SETTING, THIS PERSON WILL WALK ~2 MILES/DAY THROUGHOUT SCIENCE CENTER, LIFT ≤25 LBS. OCCASIONALLY, AND STAND ~3 HRS/DAY. WE HAVE A HANDICAPPED-ACCESSIBLE FACILITY WITH ELEVATORS AND RAMPS AND WILL ACCOMMODATE AS NEEDED UNDER AMERICANS WITH DISABILITIES ACT. WE ARE AN EQUAL-OPPORTUNITY EMPLOYER.

***HOW DO YOU CREATE MOMENTS TO IGNITE A SPARK, BUILD ATTRACTION TO OUR HUB, AND BE A NEIGHBOR FOR MISCI:**

 You Ignite SPARKS when another team member learns how to succeed at his or her job because you inspired learning by thoughtfully and respectfully questioning a traditional method of doing something.

 You attract people to our HUB when you streamline policies and procedures to improve our guests' experiences.

 You are a NEIGHBOR when coordinating our programs with the surrounding community so that Noel Night, ArtXDetroit, DLectricity and other events are improved due to our participation.

Applications: Submit your cover letter and resume to applications@mi-sci.org or fax to 313-494-5342. No phone calls please.

This is a list of the general duties, hours, and expectations for the stated position. The associate who fills this role may be asked to perform other duties as assigned.

At all times, associates are expected to help our guests be surprised, discover highlights of the museum and Midtown, be curious about offerings of the Science Center, experience new items in a positive way, and love the wonder that is Detroit. Creativity is valued and reliability is prized; we are in a guest-relations business and we represent a welcoming, tolerant, educational, and fun environment.