

## **Exhibits Coordinator**

Put your passion for the desert to work. To apply for an open position, please forward resume and letter of interest to [hr@dbg.org](mailto:hr@dbg.org), fax to: 480.481.8173, or mail to:

Human Resources  
Desert Botanical Garden  
1201 N. Galvin Parkway  
Phoenix, AZ 85008

Part-time, non-exempt

This position provides project and financial management support for the Exhibits Department and operational management of assigned exhibits. This position oversees the biannual Butterfly exhibit, including forecasting, reporting, maintenance and the scheduling, training and mentoring of staff and volunteers for the Butterfly Exhibit to ensure exceptional experience for all visitors. This position is also the department liaison for the Safety Committee.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain budget for assigned exhibits, including annual forecasting, tracking development and reporting for budget to actual expenses.
- Ensure compliance with USDA APHIS regulations for plant and animal security, including proper disposal of all materials and maintenance of facility; write annual report to USDA about live animal viability and parasitic issues, if any.
- Maintain health and well-being of live animal stock, including ensuring the availability of sufficient food sources: host plants, nectar plants and supplemental nourishment.
- Develop live animal inventory plan to secure compelling exhibit display and manage ordering stock, adult butterflies, chrysalis and eggs, from a diverse range of vendors, while ensuring compliance with USDA permit.
- Regularly communicate with assigned Horticulture staff regarding nectar and host plant needs, as well as any exhibit maintenance items related to plant displays.
- Track attendance to the seasonal Butterfly Exhibits and prepare regular reports, including comprehensive end-of-season report for daily admission, visitor trends and feedback to utilize in regular forecasting and planning.
- Responsible for management of butterfly staff, including hiring, training, scheduling and bi-weekly payroll approval for Butterfly Exhibit staff.
- Collaborate with Director of Exhibits to develop seasonal training program for staff and volunteers to highlight visitor experience objectives and interpretive content; lead training sessions for these audiences and coordinate internal support, as needed.

- Monitor performance of staff within the exhibit, addressing deficiencies and providing constructive coaching and feedback to staff.
- Monitor performance of volunteers working in pavilion, assigning or reassigning duties as necessary, reporting deficiencies or challenges with volunteers to Education Department liaison.
- Make available regular exhibit updates to staff and volunteers throughout the season, as well as facilitate recognition of volunteers throughout and at the culmination of each season.
- Support maintenance of aesthetic standards in the butterfly exhibit, as well as participate in interpretation, program development, evaluation and exhibit outreach.
- Facilitate special attendance sessions to the Butterfly Exhibit, including acting as a media representative as needed.
- In collaboration with the Exhibit Department team, fully participate in the research and development of butterfly and insect display components, including recommendations for improvements to existing exhibit components and programming.
- Represent the Exhibit Department team in interdepartmental teams, as needed, including as a regular member and active participant of the Garden's Safety Committee.
- Prepare and monitor completion of interdepartmental work orders to ensure maintained safety and aesthetic standards.
- Participate in exhibit planning focused on providing exceptional experiences to regular visitors and attracting target audiences outlined in the strategic plan.
- Collaborate with Exhibit Design Specialist to maintain exhibit materials, as well as on-site and off-site storage inventory.
- Maintain supply inventory for the Exhibits Department and Butterfly Exhibit, including general office supplies, exhibit installation materials and regular deliveries, such as water supply.

#### **JOB REQUIREMENTS:**

1. Bachelor's degree or minimum four years related experience
2. Previous supervisory or management experience
3. Excellent interpersonal, customer service and troubleshooting skills
4. Ability to effectively work with volunteers
5. Ability to work outdoors in all weather conditions and stand for long periods
6. Background check and fingerprint clearance required
7. Must be able to work weekdays, weekends, holidays, and special events as required

#### **QUALIFICATIONS:**

- Must be able to manage strict timelines and challenging situations
- Must be able to prioritize and execute multiple projects simultaneously
- Strong computer skills in Microsoft Office and Adobe Suite
- Must be able to document processes, inventories, and resources used for each project
- Excellent organizational and time management skills
- Ability to effectively respond to multiple, changing and often conflicting priorities

- Creative problem solving
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Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes and to cultivate individual and institutional excellence.

The benefits of regular employment at Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.