

# ATLANTA SCIENCE FESTIVAL

191 Peachtree Street NE, Suite 3400  
Atlanta, GA 30303  
770-322-4992  
[AtlantaScienceFestival.org](http://AtlantaScienceFestival.org)

## **JOB DESCRIPTION - PUBLIC EVENTS COORDINATOR**

*Atlanta Science Festival Inc. is a 501(c)(3) nonprofit organization dedicated to **bringing people together through the wonder of science**. Founded in 2014 by Emory University, Georgia Tech, and Metro Atlanta Chamber, the organization produces the Atlanta Science Festival and a new series of initiatives, called Science ATL. The Public Events Coordinator will support the development and execution of new public science events on a monthly basis designed to reach different audiences as part of the Science ATL effort. In addition, the Coordinator will support the Directors with execution of the Atlanta Science Festival, an annual two-week Festival that celebrates local science and technology every March, featuring more than 100 events throughout metro Atlanta and reaching 55,000 children and adults annually. This is a half-time position (20 hours/week) with a dual-reporting structure based in Atlanta, GA.*

### **Job Responsibilities:**

- Support the development and execution of monthly public science events that are designed to help the public to learn science content and/or gain an appreciation for science. Areas of focus for support include:
  - Consideration of diversity in audience, location, content, creativity and event type.
  - Working with ASF Team and contracted marketing firm to market and promote events.
  - Helping coordinate logistics and recruit/supervise volunteer staff at events.
  - Helping to formulate and execute an evaluation plan for events to ensure all goals are being met.
  - Developing partnerships (with local businesses, non-profits, educational institutions, and scientists) to create stronger events, and maintain these relationships.
- Assist with grant writing, reporting and budgeting for public science events.
- Assist with the coordination of the Atlanta Science Festival, including:
  - communications with 80+ partners
  - logistics for 120 events annually
  - coordination with event management company to execute the Exploration Expo
  - marketing efforts for events
- Mentorship of science communication graduate student fellows as they develop public science events.
- Maintain professional growth by learning new and best practices in this field of work.
- Assist with other tasks as needed.
- Work occasional weekends and evenings, as needed for events.
- Assist with community outreach events to promote Atlanta Science Festival at other events (festivals, fairs, conferences, etc.)
- The person in this position frequently ascends/descends stairs to access office space and resources, and may occasionally lift boxes and equipment up to 30 pounds.

**Qualifications:**

- Bachelor's Degree in science, museum studies, education, or a related field plus four years of program experience or advanced degree plus two years of program experience
- Experience in planning and executing public events
- Experience in building partnerships with a wide variety of organization types
- Actively demonstrates importance of professional growth in their work and the work of others, in particular with regard to audiences traditionally underrepresented within STEM
- Experience developing desired learning outcomes and programming designed for audiences in a non-classroom environment
- Formal and/or informal science teaching experience/science communication experience
- Experience and comfort with being on stage in front of audiences
- Excellent writing, editing, and verbal communication skills
- Ability to work both independently and in a team
- Ability to coordinate and facilitate multi-disciplinary teams and projects involving individuals from different organizations, disciplines, and backgrounds.
- Familiarity with AirTable and Adobe Creative Suite is a plus
- Willingness to travel throughout the greater metro region to meet partners and host events

**Salary:** \$20,000 - \$25,000 with potential for health benefits

**Closing Date:** August 1, 2019 or until the position is filled.

**To apply:** Send cover letter and resume to [info@atlantasciencefestival.org](mailto:info@atlantasciencefestival.org).

*Atlanta Science Festival Inc. is an equal opportunity employer.*