

*Science ATL Inc. is a 501(c)(3) nonprofit organization that **brings people together through the wonder of science** with a mission to cultivate an equitable community of lifelong learners across metro Atlanta who are connected and inspired by the wonder of science. Founded in 2014 by Emory University, Georgia Tech, and Metro Atlanta Chamber, the organization produces the Atlanta Science Festival annually in the spring and other public science events year-round.*

Science ATL's work culture is a casual, fun-loving environment behind the scenes, with a polished face to the public and our partners. Attention to detail and professional communications are extremely important. We expect team members to work both independently and collaboratively, and to support one another. Employee voices and ideas are valued. Initiative is expected. An ideal team member has warmth, sense of humor, collaborative spirit, commitment to equity, love of science, growth mindset, and ability to maintain professional relationships with diverse people.

The Public Events Manager will lead several tracks of existing public science events, develop new event ideas, and coordinate Science ATL's participation in existing public events hosted by other organizations. The Manager will coordinate 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 60,000 children and adults annually. This is a full-time position with a direct report to the co-Executive Director based in Atlanta, GA. While occasional meetings will be in person, this position is largely remote.

Job Responsibilities:

- Lead the development and execution of public science events that are designed to enhance science learning, appreciation, and community-building. Areas of focus include:
 - Consideration of diversity in audience, location, content, creativity and event type.
 - Working with Science ATL team to market and promote events.
 - Coordinating and executing event logistics and working with the Volunteer Manager to recruit/supervise volunteers.
 - Setting goals in alignment with strategic objectives and measuring success across events
 - Managing event leaders (including volunteers, partners, and paid individuals)
 - Developing partnerships (with local businesses, non-profits, educational institutions, and scientists) to create stronger events, and maintain these relationships.
 - Upkeep existing event tracks including: Nature Navigators, Science ATL L.A.B.S, Science Trivia, and Discovery Walks. This effort will entail organizing 4-8 sessions of each track throughout the year, finding improvements in efficiency and pushing for greater creativity within each track.
 - Develop 3-5 more creative "one-off" events throughout the year as a playground for experimentation and creativity.
- Coordinate the annual Atlanta Science Festival. With some support from the co-Executive Directors, the volunteer manager and a Festival specific part-time administrative assistant, the job will entail:
 - communicate with 80+ partners

- organize logistics for ~120 events annually including a launch event and Expo
- market efforts for events
- Launch a “scientists in residence” program to develop and execute bite-sized innovative science activities to engage with the public and promote Science ATL at events hosted by community partners (festivals, fairs, conferences, etc.).
- 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, to be present for events. This will be especially important during the annual Festival in March.

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 planning and executing public events
- Formal and/or informal science teaching experience/science communication experience
- Experience and comfort with being on stage in front of audiences. Interview/moderating skills and willingness to occasionally dress as Science ATL mascot are a plus.
- Excellent writing, editing, and verbal communication skills
- Ability to work both independently and in a team
- Project management experience: Ability to conceive of a project and fully manage the execution of it, with an attention to detail and planning far ahead
- Ability to coordinate projects involving individuals from different organizations, disciplines, and backgrounds.
- Ability to travel throughout the greater metro region to meet partners and host events
- Elements of this job will require being able to carry/transport objects of up to 50 lbs

Bonus Qualifications:

- Experience building partnerships with a wide variety of organization types
- Seeks out and has participated in professional development opportunities
- Familiarity with Airtable, Neon CRM, Slack, and graphic design software (Adobe Creative Suite, Canva) is a plus

Salary: \$55,000 - 60,000. Health benefits available.

Closing Date: September 22, 2024 or until the position is filled.

To apply: Send cover letter and resume to Meisa Salaita: meisa@ScienceATL.org.

Science ATL Inc. welcomes applicants from all backgrounds and identities. We foster a joyful workplace environment that celebrates diversity.