POSITION DESCRIPTION

POSITION TITLE  Associate Director of Community and Conference

REPORTING TO  Director of Communications, Advocacy, and Engagement

ORGANIZATION  Association of Science and Technology Centers

www.astc.org

LOCATION  Washington, D.C. or remote (see below)

POSITION TYPE  Full time, 40 hours per week, exempt

SALARY & BENEFITS  $75,000–$95,000 annual base salary plus ASTC’s standard benefits package, including 403(b) matching up to 10% of salary, 85% employer-paid health insurance, paid vacation, and health leave

The Association of Science and Technology Centers (ASTC) is a professional membership organization with a vision of increased understanding of—and engagement with—science and technology among all people and a mission to champion and support science and technology centers and museums.

Founded in 1973, ASTC champions and supports more than 500 science centers, technology museums, natural history museums, children's museums, and other STEM-rich, place-based institutions, such as nature centers, aquariums, planetariums, zoos, and botanical gardens throughout North America and in nearly 50 countries—as well as nearly 200 other organizations that share an interest in science learning and engagement. ASTC is a 501(c)(3) tax-exempt nonprofit educational organization.

ASTC works to advance our vision and support our members through the implementation of its strategic direction. Grounded in a commitment to work inclusively, collaboratively, humbly, and effectively with members and partners, ASTC is building capacity across three strategic pillars:

- **Champion and support science engagement**, by elevating the work of science and technology centers and museums, forging new collaborations across the science-engagement ecosystem, and investing in communications and advocacy.
- **Set course together for new frontiers**, by supporting ASTC members to prepare and lead with their communities, act on market and societal trends, and embrace effective approaches that advance equitable engagement in science and technology.
- **Support and connect ASTC members**, by facilitating learning, catalyzing shared efforts, sharing data, and cultivating leadership and skills across the science-center workforce.

To support this strategy, as a membership association based in North America with members in 50 countries, ASTC is seeking a Deputy Director of Community and Conference.
SCOPE AND RESPONSIBILITIES

With ASTC’s Director of Communications, Advocacy, and Engagement, the Associate Director of Community and Conference will provide strategic direction for ASTC’s member engagement programs and activities including the ASTC Annual Conference, Communities of Practice, and other virtual and in-person events that facilitate idea exchange, learning, and collaboration among ASTC members, potential members, and the broader science engagement community.

ASTC Member Engagement Strategy (20%)

Working closely with the Senior Manager of Engagement, the Associate Director of Community and Conference will lead the development and implementation of a strategic framework for member engagement that incorporates both existing programs and events—including the ASTC Annual Conference and current virtual and in-person engagement opportunities—as well as new activities and initiatives that will best meet the needs of ASTC members, potential members, and the broader science engagement community.

The Associate Director will also work closely with the Director of Communications, Advocacy, and Engagement and the entire team to identify and communicate benefits that enhance the value of ASTC membership for both science and technology centers and museums and especially to the broader community of potential Allied Members.

ASTC Annual Conference (35%)

The Associate Director of Community and Conference will lead efforts to position the ASTC Annual Conference as a can’t-miss event for the ASTC membership and the broader science engagement community and as the key element in ASTC’s broader community engagement portfolio. Specifically, the Associate Director will:

- With the Director of Communications, Advocacy, and Engagement, oversee ASTC’s Annual Conference, which convenes 1,500-2,000 individuals from across the science center, informal science education, and public engagement in science fields to share their expertise, learn new skills, and forge collaborations across their teams
- Serve as a staff liaison for ASTC’s Conference Program Planning Committee (CPPC), coordinating their annual process to solicit, select, curate, and support the learning and skill-development sessions that take place at the ASTC Annual Conference
- Oversee the logistics for session submission, selection, and notification, including presenter support to ensure highly-engaging content that advances the goals of the conference and exceeds attendee expectations
- With the Director of Communications, Advocacy, and Engagement, Chief of Staff, and President and CEO, ensure that overall conference planning reflects that input of ASTC’s Board of Directors, CPPC, and other committees, as well as broad ASTC member input
- Work closely with ASTC’s Conference Manager and event vendors to deliver an Annual Conference that meets the highest professional standards and exceeds attendee expectations
- Partner with the Conference Manager in identification, negotiation, selection, and oversight of vendors that support the Annual Conference
• With the Communications and Conference Teams, develop and implement promotion and marketing strategies to bring the conference to a broad cross-section of the science engagement community, including—but not limited to—ASTC's core membership of science and technology centers and museums as well as engaging a wide array of sponsors and exhibitors
• With the Conference Manager and ASTC's broader Member Engagement and Conference Teams, ensure that the conference is evaluated using a wide variety of approaches and that participation and evaluation data informs future planning activities

*In-Person and Online Events and Programs (15%)*

The Associate Director of Community and Conference will be responsible for leading the identification, development, and implementation of in-person and virtual events to support ASTC’s strategic priorities including—but not limited to—the ASTC Annual Conference. Specifically, the Associate Director will:
• Identify new opportunities, and develop and implement new in-person and virtual convening opportunities for ASTC members, including forming partnerships with regional, national, and global associations to convene ASTC members as a part of partner events
• Lead the evaluation of existing programs and opportunities to make strategic decisions about how to prioritize limited resources
• Ensure ASTC’s calendar of webinars, discussions, hangouts, and other online gatherings support ASTC’s strategic priorities and serve the needs of the broader science engagement community.
• Work closely with program managers on the Impact and Inclusion Team for ASTC programs and initiatives and with external partners to ensure that the association is engaging its community on topics and activities relevant to ASTC members.

*ASTC’s Online Communities of Practice (15%)*

Working with the Senior Manager of Engagement, the Associate Director of Community and Conference will be primarily responsible for leading the development and implementation of a strategy for ASTC’s online communities of practice, ensuring that these forums are valuable and vibrant places for staff at ASTC-member organizations. Specifically, the Associate Director, with the support of the Senior Manager of Engagement, will:
• Lead the strategy around ASTC’s online communities of practice, ensuring that staff at ASTC-member organizations are able to share knowledge, improve themselves and their organizations, foster collaborations across institutions, and make connections beyond the science-center field
• Ensure that the communities of practice are being mined for data and success stories that ASTC can use, with support of the Communications and Advocacy team, to make the case for the work of science centers and science museums

*Manage Dedicated Community and Conference Team (10%)*

The Associate Director of Community and Conference will manage the Senior Manager of Engagement and the Manager of Conference. Specifically, the Associate Director will:
• Supervise, motivate, evaluate, and enrich the skills of their direct reports, in part by delegating responsibility and authority, inspiring staff as individuals and as a team; and identifying relevant professional growth and development opportunities.
Responsibilities Shared by All ASTC Senior Staff Members (5%)

As an Associate Director at ASTC, this individual will:

- Advance ASTC’s strategic direction by working with ASTC team to implement and refine a realistic and forward-thinking plan for implementing the vision
- Contribute to the development and use of efficient processes, effective management practices, and clear communications across the organization to ensure that day-to-day operations are performed with the highest levels of accountability, productivity, consistency, and integrity
- Share responsibility and accountability for member engagement, satisfaction, and retention
- Attend, provide staff support for, and contribute to the success of ASTC’s Annual Conference
- Other duties as assigned

EXPERIENCE AND SKILLS

The ideal candidate for the Associate Director of Community and Conference will be an experienced program and people manager with a clear record of achievement in engaging a community in a network or association and in the development and execution of events and programs for a wide variety of audiences. Ideal candidates will have knowledge of science centers and science museums and understand the issues and challenges that leaders and staff of these museums face. They will be driven by ASTC’s mission, team culture, and strategic direction.

Skills that will set you up to succeed in the role

- Experience with strategy development and established record of execution against strategy
- Knowledge of program design and project management
- Experience working on events of all sizes and complexity
- Experience managing complex processes with great attention to detail
- Experience drafting, reviewing, and negotiating contracts
- Effective people manager
- Experience and comfort in working with a wide array of partners, vendors, and stakeholders
- Strong written and oral communication skills that are effective with a range of audiences and stakeholder groups nationally and globally
- Experience in membership associations and leading member-facing programs and a clear focus on community engagement
- Knowledge of the issues facing the staff at science centers and science museums is desired, but not required
- Familiarity with various technologies and collaboration tools that facilitate community engagement

HOW WE APPROACH OUR WORK AT ASTC

We expect new members of the ASTC team will join us in aiming to:

- Make a positive impact in service of our members, their communities, and the global good
- Set course for the future boldly
• Be curious and eager to learn
• Foster healthy and productive relationships and teams
• Practice empathy and gratitude

Additional desired qualities and attributes for this role include:
• Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, members, partners, and stakeholders
• Self-starter with strong problem-solving skills, and effective time management and organizational skills, including the ability to manage multiple projects
• A commitment to diversity and inclusion, demonstrated by inviting, including, valuing, and supporting diverse perspectives and ideas, as further described below
• An interest in, and experience with, issues associated with science and technology, including informal science, technology, engineering, and mathematics (STEM) learning, science communication, and public engagement in science, or with museum practice
• Commitment to continual learning and professional development
• Sound judgment and ability to quickly and calmly resolve problems

ASTC COMMITMENT TO DIVERSITY, ACCESSIBILITY, INCLUSION, AND EQUITY

The Association of Science and Technology Centers (ASTC) is committed to advancing equity and social justice as foundational and essential values in all of our work. These values are essential to the practice of science, technology, and innovation which require seeking out and engaging a diversity of peoples, ideas, perspectives, life experiences, disciplines, knowledge systems, and approaches. ASTC values, and celebrates contributions, discoveries, and novel solutions, regardless of their source. When all people are welcomed, respected, and included in our human pursuits, and when everyone has access and opportunity to pursue their aspirations, and when all people can participate fully and actively in creating and building the future, our association, members, and global society will be more equitable, prosperous, just, and resilient. We will bring these values to bear across our work, and we will seek teammates, collaborators, board and committee members, and partners who will work to advance diversity, accessibility, inclusion, equity, and social justice in the communities we serve and engage throughout the world.

ASTC is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived ability, age, color, ethnicity, race, family or marital status, sex, gender identity and expression, sexual orientation, pregnancy and related medical conditions, language, national origin, political affiliation, religion, socioeconomic status, veteran status, health status, genetic information, arrest record, or any other dimensions of diversity or other characteristic protected by applicable federal, state or local laws. Our leadership team is dedicated to this Equal Opportunity Employment policy and ASTC’s Diversity Policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

LOCATION

ASTC is a Washington, DC based organization with a liberal remote work policy for employees whose responsibilities do not require in-person work. Remote work is allowable in accordance with a signed remote work agreement reviewed on an annual basis in conjunction with each employee's annual performance review.
APPLICATION PROCESS

Interested candidates should submit a resume and brief cover letter outlining qualifications and interest in the position to jobs@astc.org by Monday, January 3, 2022. If it is determined that you might be a good fit for the role, ASTC will contact you with next steps. If you need assistance or accommodation in the application process due to a disability, you may call us at (202) 783-7200 or email us at info@astc.org.