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 allied organizations—that share an interest in science learning and engagement. Allied members are a diverse collection of organizations including vendors and consultants to the field, scientific and educational associations, institutions of higher education, and other organizations which share our commitment to public engagement with science. 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. ASTC is building capacity across the organization towards its future efforts to:

- **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 ASTC in fully engaging its allied members, ASTC is seeking a Manager of Allied Member Engagement.

**SCOPE AND RESPONSIBILITIES**

The Manager of Allied Member Engagement will work closely with the Associate Director of Community and Conference, Manager of Conference, and Senior Manager of Engagement to ensure that current and potential allied members, conference exhibitors, sponsors, and other contributors to ASTC and ASTC’s Annual Conference receive outstanding customer service and engagement opportunities throughout the year, including, but not limited to, the ASTC Annual Conference.

Some travel will be required, including participation in the ASTC Annual Conference and associated planning meetings, representation of ASTC at other conferences and events—including staffing the ASTC exhibit booth, and other venues.

**Allied Member Engagement (45%)**

- With the Associate Director of Community and Conference and the broader Member Engagement Team, contribute to the development of a comprehensive strategy for allied member engagement, including the allied member benefits package and creative opportunities for year-round engagement.
- Lead implementation of the allied member engagement strategy, including managing allied member benefits and revenue- and non-revenue-generating activities and events.
- Build and strengthen relationships with new, existing, and potential allied members.
- Provide exceptional customer service to allied member inquiries.
- Work collaboratively across departments to promote allied member interests across all ASTC’s programs and offerings.

**Sponsor and Exhibitor Relationship Management (30%)**

- With the Associate Director of Community and Conference and the broader Member Engagement Team, contribute to the development of a comprehensive strategy for allied member sponsorship of ASTC programs, activities, and events, with a particular focus on Annual Conference sponsorships and exhibit hall participation.
- Lead implementation of the allied member sponsorship strategy, including managing marketing and sales for sponsorships and exhibits.
- Work with the Manager of Conference and the broader Conference Team to ensure that the interests of exhibitors and sponsors are represented in all aspects of conference planning.

**Conference Support (20%)**

- Collaborate with the ASTC Conference team to plan and execute an Annual Conference experience that serves all ASTC members, including a special focus on ensuring that allied member interests and experiences are included throughout the planning process.
- Oversee all aspects of the Annual Conference exhibit hall, working closely with the conference general services contractor and other conference vendors, including supervising exhibitor move-in and move-out, providing customer service for exhibitors.
and coordinating with the general services contractor, venue, and other vendors, as needed.

- Review and contribute to the Annual Conference print and digital program materials to ensure that sponsors, exhibitors, and other contributors are appropriately represented.
- Manage onsite exhibitor renewal for the next year's ASTC Annual Conference.

**Responsibilities Shared by All ASTC Team Members (5%)**

- Actively contribute to member engagement, satisfaction, and retention.
- Attend, provide staff support for, and contribute to the success of ASTC’s Annual Conference.
- Attend professional meetings and conferences as assigned to promote ASTC collaborations, programs, and activities.
- Other duties as assigned.

**EXPERIENCE AND SKILLS REQUIRED**

The ideal candidate for the Manager of Allied Member Engagement will be an experienced program manager with a clear record of achievement in engaging a community in a network or association and in the execution of events and programs for a wide variety of audiences. The ideal candidate will have knowledge of the field of science engagement and will be driven by ASTC's mission, team culture, and strategic direction.

Skills that will set you up to succeed in the role:

- Established record of execution against strategy
- Experience and comfort in working with a wide array of partners, vendors, and organizations
- Experience working on events of all sizes and complexity
- Experience drafting, reviewing, and negotiating contracts
- Knowledge of trade show exhibitions, including establishing and managing the exhibit floorplan and exhibitor benefits
- Strong written and oral communication skills that are effective with a range of audiences and groups nationally and globally
- Experience in membership associations and leading member-facing programs with a clear focus on community engagement
- 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, and partners
- Self-starter with strong problem-solving skills, 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, or 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
- Strong written and oral communication skills
- Sound judgment and ability to maintain the confidentiality and discretion necessary in handling sensitive financial, strategic, and human-resources information
- 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 March 4, 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.

**INTERVIEW PROCESS**

ASTC's hiring process typically includes 2–3 interviews. Applicants who advance beyond the first round of interviews are eligible to receive a stipend of $200 as recognition of the time and effort it takes to prepare and attend these later-round interviews, which can often involve reviewing documents and responding to additional requests for information. In order to receive the stipend, applicants will need to provide ASTC with W-9 and ACH information.