Butterfly Pavilion Manager

Full-time, Seasonal

The primary function of the Butterfly Pavilion Manager is to supervise the day-to-day operations, including exhibit displays, staff and volunteers, of the Butterfly Pavilion for the seasonal butterfly exhibits.

Responsibilities include:

Exhibit Operations

- Ensure compliance with USDA APHIS regulations related to animal security, proper disposal of all materials and maintenance of facility
- Complete daily physical inspections of the exhibit and coordinate any resulting service or repair requests with the appropriate department
- Ensure exhibit includes sufficient food for the butterflies including nectar plants and supplemental nourishment
- Regular communicate with assigned Horticulture staff regarding nectar and host plant needs
- Regularly communicate and collaborate with supervisor and Insect Ecologist and Exhibit Specialist to report any issues related to live animal components

Staffing and Volunteer Management

- Responsible for hiring, training and scheduling Butterfly Pavilion staff
- Collaborate with Insect Ecologist and Exhibit Specialist and Assistant Director of Exhibits to complete training for staff and volunteers
- Ensure staff and volunteers are present and secure replacements as needed
- Monitoring performance of volunteers working in the pavilion, assigning or reassigning duties as necessary, reporting deficiencies or problems to Education Department liaison

Visitor Services

- Monitor staff management of visitors within the pavilion: ensuring rules outlined at the exhibit entrance are followed; paths are not obstructed; traffic flows smoothly throughout the exhibit; and plants, butterflies and other animals are not disturbed
- Review daily tour schedules provided by Education Department and coordinate entrance of these groups with Butterfly Pavilion Associates
- Facilitate special attendance sessions, as needed

Position Requirements include:

- High school diploma or equivalent
- Previous supervisory or management experience
- Ability to effectively work with volunteers
- Excellent interpersonal, customer service and troubleshooting skills
- Ability to work outdoors in all weather conditions and stand for long periods
- Ability to work weekdays, weekends, holidays, and special events, as required