

Space Center Houston Public Programming Coordinator

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the leading science and space learning center in the world. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking a full-time Public Programming Coordinator to support special speakers at Space Center Houston events and programs by managing the Lunch with an Astronaut program, supporting Space Center Houston Education programs with speakers, speakers for the public during normal operating hours, and other special event speakers. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

- Serve as a program representative for interactions with current and potential Astronaut clients and other speakers.
- Research and identify speakers, communicating with speakers and Space Center Houston program coordinators.
 - Be knowledgeable about the education programs and the astronaut related events associated with those programs including but not limited to: Space Center U, Field Trips, Day Camps, Scout Camp Ins, STEM Academies and other educational events.
- Continuously develop the programs in relation to new NASA missions and the needs of our guests.
- Work in concert with the COO to help coordinate special guest speakers for events, special anniversaries and Thought Leaders Series.
- Maintain inventory of program materials and operating supplies.
- Perform administrative duties and physical duties including hosting speakers and ensuring proper signage placement.
- Other duties and responsibilities as assigned.

POSITION QUALIFICATIONS

- A Bachelor's degree from an accredited university in education, business, public relations or related major preferred.
- At least 2 years' experience in public speaker coordination, event planning or a related professional area required.
- Strong interpersonal, verbal, and written communication skills.
- Must have the ability to represent Space Center Houston in a professional manner. Must have public speaking skills with the ability to communicate effectively to both large and small groups.
- A general knowledge of NASA and space industry is preferred.
- Must be reliable and able to work with limited supervision.
- A creative and proactive team player who is committed to excellence.
- Ability to multi-task and execution oriented with excellent organization skills.
- Computer skills using Microsoft Office Suite with the ability to learn new programs/systems.
- Proficient use of Microsoft Outlook and calendar required.

We inspire all generations through the wonders of space exploration.

Manned Space Flight Education Foundation
Houston, Texas
October 23, 2017



- Must be physically able to lift up to 20 pounds, have the ability to stand up to 4 hours at time and walk to multiple building locations in a short period of time.
- Available to work flexible hours including some weekends.

Space Center Houston is an equal opportunity employer and earned 2016 Houston Chronicle Top Workplaces honors in an anonymous survey of its employees. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

To apply: Send resume and completed application to careers@spacecenter.org. Access the application by clicking [here](#). Save the blank application to your computer first, then complete the application. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at www.spacecenter.org/careers.

We inspire all generations through the wonders of space exploration.