

Space Center Houston Exhibits Researcher

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. We aspire to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center, a Smithsonian Affiliate and a Certified Autism 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 currently seeking a full-time Exhibits Researcher responsible for research, data analysis and recommendations, preparing exhibition products and performing duties in the preparation of content related to the designated project for Space Center Houston. The position duties are directly related to the center's core business operations of developing educational science exhibitions by conducting exhibit and education research; advising Director of Exhibits and the museum interpretation team on the inclusion and approach to science content, images, video and artifacts; managing the process and documentation for acquisitions and production; conducting and analyzing exhibit prototype evaluations; and budgeting as required. Work involves exercise of specialized knowledge, judgement, discretion, and includes advising management, planning and negotiating, decision-making and following through with general supervision. Responsibilities and qualifications are shown below:

POSITION RESPONSIBILITIES

Science Content and Design:

- Advises Director of Exhibits and the exhibits design team on science content to meet the center's educational goals through the presentation of educational science exhibitions.
- Studies and advises on the development of specific exhibition science messages and design goals.
- Researches science topics for exhibition displays according to educational messages and design goals.
- Studies methods for improving exhibition designs and makes recommendations to Director of Exhibits.
- Assists Director of Exhibits and the exhibits design team in general exhibit development through installation and evaluation.
- Oversees development and monitoring of exhibition punch list as required.
- Reviews and answers correspondence, serving as primary contact with outside advisors and contacts as required.
- Advises Director of Exhibits on budgetary issues with research, prototyping, artifact, and video and photo acquisition.
- Consults with programming and education staff regarding education and curriculum links in exhibits.

Research:

- Conducts and analyzes research and assembles other data that communicate science education goals using catalogue data, archival, and library resources, and outside contacts and resources.

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Space Center Houston
Houston, Texas
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- Prepares exhibit pre-writes for copy development for text panels, exhibit labels and interpretive multi-media interactives.
- Interviews scientists, engineers and subject experts with NASA and the space community for exhibit content.
- Serves as center representative to outside experts, advisors and other contacts as required.
- Compiles, stores, and retrieves research data.

Prototyping:

- Conducts exhibit prototyping studies, including selecting and meeting independently with evaluation sample, and analyzing results.
- Prepares prototyping reports, including conclusions and recommendations for solution to exhibit design problems.

Artifact and Image Research, Acquisition and Documentation:

- Studies acquisition goals and opportunities. Evaluates options and advises items to include in the center's permanent or borrowed collection.
- Negotiates licensing rights, loans or donations for properties as required.
- Compiles documentation files.
- Coordinate artifact and photo/video communication and correspondence for RFIs (Request for Information), reviews and approvals.
- Coordinates artifact acquisition, transportation, storage, refurbishment, and installation as required.
- Studies methods for improving artifact documentation process and advises Exhibit Director.
- Performs other duties as required.

POSITION QUALIFICATIONS

- Bachelor's Degree in a related field of study preferred. (Example: Museum Studies, History, Science, or English).
- Three years of experience in a related industry and/or profession. Museum or science center experience preferred.
- Ability to conduct research for developing exhibits using imagination and creativity.
- Strong skills in organizing, coordinating and managing projects. Strong verbal and written communication skills.
- Ability to interpret information and present in an effective manner.
- Strong computer skills with a proficiency in MS Office products (Word, Excel, and PowerPoint).
- Ability to work effectively in a collaborative team environment.
- Ability to manage multiple projects simultaneously and work within tight deadlines; must be a self-starter who can work independently with general supervision.
- Ability to work a flexible schedule included nights and weekends as needed. Some overnight travel may be required.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

Space Center Houston offers a competitive salary and benefits package.

To apply: Email resume and cover letter to careers@spacecenter.org. For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at <http://www.spacecenter.org/careers>.

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