Title: Butterfly Pavilion Manager  
Classification: Temporary Full-time, Non-exempt (March-September)  
Department: Nature Education  
Reports To: Director of Education  
Created: February 2016

**Position Summary:** Manage entire operation of Butterflies Alive exhibit including hiring, overseeing, scheduling and training of all Butterfly Pavilion staff and volunteers. The Manager will also be responsible for ordering, documenting, rearing and transporting butterfly livestock.

**Specific Responsibilities:**

- Build an in-depth knowledge of Butterfly Pavilion, including general butterfly biology & behavior, utilizing knowledge to inform interpretation provided by staff and volunteers.
- Work with Director of Education and personnel to design job descriptions and conduct hiring of Butterfly Pavilion staff including: Pavilion Weekend Manager, Pavilion Assistants and Interpreters.
- Manage and schedule all Pavilion staff, arranging for substitute coverage as necessary.
- Schedule ongoing volunteer coverage in Pavilion, working with Volunteer Manager as necessary.
- Work with Volunteer Manager to process and document a database of Pavilion volunteers.
- Plan, schedule and lead Butterfly Pavilion trainings for staff, volunteers and teen personnel in conjunction with Exhibits, Education and Entomologist.
- Compile resources to create master binder and protocol for the Butterfly Pavilion.
- Order, process and document intake of butterflies and pupae on an ongoing basis.
- Manage emergence chamber and butterfly maintenance tasks as required.
- Safely transport and release newly emerged butterflies.
- Report species received to County Agricultural Supervisor on a weekly basis.
- Manage Pavilion containment protocols amongst all staff and volunteers involved with exhibit.
- Manage opening and closing of Pavilion, including proper disposal and/or disinfection of trash, tools and work areas.
- Clean and maintain emergence chamber and butterfly preparation area on an on-going basis.
- Order and purchase supplies on an on-going basis, submit and code Purchase Orders to appropriate departments, track and maintain budget and expenses for Pavilion.
- Work with Facilities and Exhibits to ensure Pavilion Assistants are maintaining upkeep, input and output of flora in Pavilion space (following USDA regulations).
- Become familiar with the Museum’s special exhibits and events.
- Provide accurate and helpful information to volunteers and visitors on the Museum and its exhibits and programs.
- Work with Development staff to coordinate special events (usually after Museum business hours) and ensure proper Pavilion staffing and protocols are met.
- Manage flow through the exhibit during times of heavy visitation; and work with STS and/or Nature Adventures Manager to coordinate intake of school and camp groups.
- Attend bi-weekly All Education Division meetings, and weekly meeting with Director of Education and Weekend Pavilion Manager.
- Maintain a neat and orderly environment, accessible to the public.
- Conduct meetings with Pavilion staff as needed.
- Other tasks as assigned

**Essential Requirements:**
- Bachelor’s degree or higher (preferably in science or education)
- Prior experience supervising, scheduling, managing and training staff (Museum or Pavilion experience preferred)
- Available transportation to and from the workplace
- Promptness and reliability
- Excellent interpersonal skills with a strong ability to interact with various types of individuals
- Ability to work in collaboration and on team projects
- Working knowledge of computers and software programs including MS Office, Outlook and Excel
- Comfortable calling and/or emailing volunteers and staff in a timely fashion for scheduling purposes
- Comfortable handling live and dead insects, as well as supplies such as alcohol and bleach
- Excellent organizational and leadership skills
- Excellent communication skills (verbal and written)

**Preferred Experience:**
- Past experience rearing and caring for livestock (Butterfly livestock experience preferred)
- Background in entomology, wildlife biology and/or butterflies

**Work Environment:**
- **Frequent interaction with Museum guests, including large crowds of visitors.**
- Work outdoors in Butterfly Pavilion and throughout the Museum
- Frequent sitting, standing, walking, bending and climbing stairs and ladders with frequent lifting of medium loads (25 lbs)
- Frequent use of chemicals (bleach, alcohol)
- Contact with live and deceased insects and plant materials

**Title:** Butterfly Pavilion Manager
The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

**Signatures:**

**Employee**
I have read this position description and understand its contents.

__________________________  ___________________________
Employee Signature        Date

**Museum**
This position description accurately describes the critical and important duties assigned to this position.

__________________________  ___________________________
Department Head        Date

__________________________  ___________________________
Director Finance & Administration        Date

__________________________  ___________________________
Human Resources        Date