



ROUNDHOUSE AQUARIUM TEACHING CENTER

MANAGED BY OCEANOGRAPHIC TEACHING STATIONS, INC.

Position Title: Aquarium Programs and Operations Director

Reports to: Executive Director

Role Summary: The Aquarium Programs and Operations Director is responsible for overseeing program development and implementation, aquarium interpretive strategies, and managing animal care and husbandry.

Schedule: Full-time, 40 hours/week, some weekends and evenings required

Duties and responsibilities

1. Program Strategy and Management
 - a. Work with Executive Director to proactively develop and create strategic programs on behalf of the organization to advance its mission.
 - b. Ensure upmost quality of education and volunteer programs as well as other program initiatives.
 - c. Lead guest relations initiatives to provide high level services to the public.
 - d. Develop and implement a program staffing and resource strategy consistent with the organization's budget. Organize calendar and staff schedules.
 - e. Manage, organize, lead, and assist in community fundraising events, such as Earth Day, World Oceans Day, Coastal Cleanup Day, etc.
2. Animal Care and Husbandry
 - a. Work with Aquarium Facilities Director to monitor function of LSS, report problems and assist with repairs and troubleshooting
 - b. Manage, monitor and track LSS supplies and equipment
 - c. Administer medication and vitamins.
 - d. Oversee reproduction program with a focus on invertebrates (e.g. Moon Jellies)
 - e. Plan animal acquisition in coordination with Aquarist Director and other Staff
 - f. In collaboration with the Aquarium Facilities Director, create detailed task logs for each tank, including feeding, cleaning, and water change schedules.
 - g. Create and maintain an inventory of animals
 - h. Create, submit, and maintain the SCP and other collecting documents such as mandatory wildlife reports and daily collection notices
 - i. Ensure compliance with all applicable laws on animal care and collection
 - j. Prepare and update a maintenance manual
3. General Responsibilities
 - a. Organize and create staff schedule for all programs and events.
 - b. Supervise and delegate to support staff. Set schedules, goals and objectives and conduct performance reviews, with oversight from the Executive Director.
 - c. Ensure effective communication among all support staff
 - d. Collaborate with Staff on exhibits, interpretive displays and décor.
4. Perform other duties as required and assigned.

The qualified candidate must have the following background, skills and competencies:

- Bachelor's or Master of Science Degree in Biology, Marine Science, Environmental Science or a related field
- 3-5 years of related experience
- Advanced skills in Microsoft Word, PowerPoint and Excel
- Curriculum and program development
- Extensive internet research abilities, and experience with data management
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- Willingness to communicate with new contacts in-person and over the phone
- High level of self-motivation and ability to multitask
- Proven ability to learn new software
- High energy and detail-oriented
- Strong written and verbal communication skills
- Excellent interpersonal skills.
- Passion for community-based work
- Eagerness to help the team and polite, professional office behavior

Other

- This job is located on-site at the RoundHouse Aquarium in Manhattan Beach, CA.
- We will reply only to those individuals selected for further consideration.
- We are an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.