

Discovery Park of America Chief Executive Officer

Job Information:

Location: Discovery Park of America
Union City, TN
www.discoveryparkofamerica.com

Job Function:
Director/Administration

Position Title:
Chief Executive Officer (CEO)

Minimum Education:
4-Year College Degree

ORGANIZATION:

Discovery Park of America opened on November 1, 2013, in Union City, TN and stands as one of the premier world class education facilities. The centerpiece of Discovery Park is Discovery Center, a 100,000-square-foot building showcasing ten interactive exhibit galleries and a traveling exhibit space that meets Smithsonian Exhibit standards. Highlights include the Earthquake Simulator, the Starship Theater, and a soaring 199-foot tower. Discovery Park of America's 50-acre site offers visitors memorable outdoor experiences.

THE MISSION OF DISCOVERY PARK OF AMERICA IS TO ENHANCE THE EDUCATIONAL EXPERIENCE OF CHILDREN AND ADULTS AND TO INSPIRE THEM TO SEE BEYOND THEIR CURRENT LEVEL OF KNOWLEDGE. Discovery Park of America draws approximately 250,000 visitors annually, including more than 400 school trips per year, two or three traveling exhibits per year, and a minimum of one hundred special events each year. Annual operating revenues are approximately \$5 million, with an additional \$1 million per year allocated for capital improvements.

EXPERIENCE AND QUALIFICATIONS:

The CEO must have demonstrated success in a senior leadership position, ideally in a management position. Possessing a passion for Discovery Park of America, community development, and promoting tourism, the successful candidate will need to be people-oriented, versatile, and tenacious.

Reporting to Discovery Park's Board of Directors, the CEO is charged with leading the organization into the next phase of its journey, with strategic direction and financial stability as a guide. A visionary leader with a commitment to excellence, the CEO will serve as the organization's chief spokesperson. The scope of responsibility includes providing leadership and strategic direction in support of the museum's mission and long-term objectives of its founder. The CEO will ensure the operational excellence to drive the growth of earned revenue and will manage staff in support of superior facilities and operations. Equally comfortable in fostering strong relationships with local leaders, leading projects, setting priorities, and managing budgets and schedules, the CEO will set the tone for the organization.

LEADERSHIP AND ADMINISTRATION:

The CEO shall:

- Oversee all day-to-day operations, programs, facilities, and educational activities to ensure that patrons, students, and community members have a safe and high-quality experience.

- Work in conjunction with the CFO in the preparation, monitoring, and monthly reporting of the annual budget, financial statements, expense policies, cash management, capital improvement requests, operational funding requests, and traveling exhibit contracts.
- Work in conjunction with the Marketing Director in developing marketing plans, marketing budgets, and promotion and advertising plans, in addition to soliciting sponsorships.
- Work with the I.T. Director to ensure the necessary policies, systems controls, and procedures are in place and regularly reviewed for effectiveness and updates.
- Work with staff of approximately 120 employees in planning annual special event schedule in advance of upcoming year.
- Maintain the knowledge and relationships with traveling exhibit vendors in the selection of annual (two/three per year) exhibits that will best attract visitors and that support the mission of Discovery Park of America.
- Lead an inclusive strategic planning process, working with staff and community to develop a visionary plan for programming and sponsorship opportunities.

TRAITS AND CHARACTERISTICS:

The CEO will be a dynamic and driven leader who values frequent interaction and collaboration with others. This individual will be people-oriented and will appreciate the skills, experience, and input of others in formulating plans and achieving successful outcomes. The CEO will inspire the development of the long-term vision of the founder with achievable goals and strategies to achieve this vision. The selected individual will bring energy, passion, and an appreciation for the mission of Discovery Park of America. The following traits are deemed critical:

- Organization – Due to the complexity, variety, location, and operation of Discovery Park of America, the individual selected must have SUPERIOR ORGANIZATIONAL ABILITIES.
- Vision/Design – Individual must possess skills of VISION & DESIGN in upgrading present exhibits and designing the CONCEPTS & CONTENTS for new exhibits.
- Planning – The CEO must set and prioritize goals, objectives, and risks, and then manages resources to accomplish these tasks.
- Management Expertise – The CEO must exhibit proficient BUSINESS MANAGEMENT skills including strong operational skills.

COMPENSATION AND BENEFITS:

Compensation and benefit package to be competitive and commensurate with the candidate's experience.

APPLICATION AND INQUIRIES:

- Desired start date is on or before July 1, 2018
- Training begins with hire date
- Duties will begin January 1, 2019

Applications accepted by submission of a letter and resume (electronic submissions preferred) with a summary of demonstrable accomplishments to:

James L. Rippy, Jr.
CEO/President – Discovery Park of America
731-885-5455 (office)
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