



Budget & Reimbursement Analyst

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital.

S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Cook

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Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Custodian

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Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Dental Assistant/Expanded Duties

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Description:

The Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

- Graduate from an accredited dental assistant program
- Dental Assistant certification (optional but preferred)
- Expanded Duties certification
- Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Echo Technician

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Description:

The Echo Technician administers echocardiographic ultrasound to patients for diagnostic purposes. S/he operates the echocardiographic equipment and prepares the examination room for patient usage. The Echo Technician is responsible for clinical monitoring for normal and abnormal rhythms and advises the nurse or appropriate staff of the abnormalities.

EOE

"A Tradition of Caring" since 1904.

Requirements:

ARDMS registered in Echo Cardiology.

Completion of an approved Diagnostic Medical Ultrasound Program.

Completion of Basic Arrhythmias Interpretation Program.

Minimum of three (3) years of experience in the echo/vascular field.

Minimum of one (1) year of experience in 2D and M Mode Imaging consisting of measurements.

Minimum of one (1) year of experience in cardiac Doppler color flow imaging.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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LCSW Social Worker

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Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Master's degree in Social Worker

Current LCSW in the state of Illinois

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Mental Health Worker

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Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings. The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Job Title: Administrative Assistant I - Part-Time

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Women's Health

Job Number: 2015-1747

Job Description:

Are you a friendly, outgoing, well-rounded, organized Administrative professional looking for a Part-time position 3 days a week?

Position/Company Highlights:

Work/Life: Part-Time Mon, Wed, Fri 8:30-4:00pm no weekends

Position Highlights: Provides part-time administrative support to Fetal and Neonatal Medicine Center. Duties include scheduling patient appointments, data maintenance, creating documents for presentations, greeting and welcoming patients and their families and project based work. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school graduate, some college level course work preferred

2 to 4 years of administrative work experience in a medical office environment or the equivalent combination of education, training and experience.

English/Spanish bilingual preferred

Knowledge of principles and practices of basic office management and organization skills. Proficient in Microsoft Office Suite

Problem solving and customer relations skills

Analytical and problem-solving skills

Ability to work independently and as part of a team

Ability to communicate effectively, excellent writing skills

Ability to operate standard office equipment

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150827154256&

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Job Title: Administrative Assistant II

Department: Psych Nursing Admin

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1844

Job Description:

We are seeking a dynamic Administrative Assistant II to join the Nursing Administration office at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

The Administrative Assistant 2 provides advanced support to the Sr. Nurse Leader and AVP in managing the operational activities of the Department. The Administrative Assistant uses a pattern of orderly, efficient communication and a high degree of initiative and independent judgment to relieve the Sr. Nurse Leader and AVP of administrative detail. The Administrative Assistant accepts appropriate responsibility and prioritizes multiple assignments and projects in a complex and constantly changing environment. The Administrative Assistant II exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures. The Administrative Assistant II assumes all duties described in Administrative Assistant I job description.

Position Qualifications Include: High School diploma required; Bachelor's degree preferred. 3-5 years of previous administrative experience required. Strong interpersonal and communication skills; ability to work effectively with a variety of staff. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, Access, PowerPoint and Outlook. Ability to work under pressure with accuracy. Ability to deal courteously and in a professional manner with patients and staff. Ability to effectively deal with sensitive matters and materials confidently. Ability to prioritize multiple assignments and tasks.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Chief Information Officer

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

Job Description:

Reporting directly to the Deputy Executive Director of Internal Services, the role of the Chief Information Officer is to plan and direct all operational activities of the Information Technology Department, as well as provide direction and support for information technology solutions that enhance mission-critical business operations. The CIO provides vision and leadership for information technology initiatives across all areas of Pace; oversees the development and maintenance of a long-range information technology strategic plan ensuring it aligns with the business objectives of Pace; and directs the planning and implementation of enterprise information technology systems in support of business operations in order to improve public transit service development. The CIO is responsible for the change management of processes required for the support of Oracle E-Business Suite systems necessary for business operations. This individual collaborates directly with the executive management team and decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of Pace. The CIO has responsibility for and manages all information technology assets, including telecommunications, hardware, software and data. In addition, a primary role of the CIO is to administer budgetary compliance and management oversight for multiple information technology projects normally totaling several million dollars annually.

Qualifications:

University degree in the field of computer science or business administration and/or 10-20 year's applicable work experience. Master's degree in either of these fields or Master of Business Administration with technology as a core component preferred. 10-20 year's experience managing and/or directing an IT operation. Proven leadership capable of directing the Information Technology Department for one of the nation's largest public bus transportation companies, the largest provider of paratransit service in the United States, one of the largest vanpool programs in the nation and the regional ridesharing administrator for Northeastern Illinois. Experience in strategic planning and execution.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=720

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Manager of Paratransit Contracted Bus Operations

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681

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Senior Contract Administrator

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

Job Description:

Reporting directly to the Chief Information Officer, the role of the Senior Contract Administrator (SCA) is to ensure all future contracts are administered appropriately. The SCA is responsible for preparing, examining, analyzing, conveying, and revising contracts that involve the purchase or sale of goods such as Information Technology (IT) equipment, materials, supplies, or products and professional IT services. Handles a variety of tasks to ensure successful contract completion, including conducting performance assessments and evaluating budgets or bids. Is familiar with the ins and outs of a contract and ensures all sides adhere to its specific terms, conditions, rights, and obligations. Keeps a record of contract deadlines, estimates and any extensions or changes made to the contract terms. Coordinates any changes that may transpire, and makes sure that those changes are agreed upon by all involved. Ensures, when necessary, that all FTA guidelines are met through the review of expenditures and auditing contractor payroll. When the contract has been fulfilled, completes a closeout process to ensure that the contract has been ended in an appropriate manner. Oversees the specific mandates in a contract and makes sure that all parties involved fulfill obligations to which they agreed.

Qualifications:

Qualified candidate must have bachelor's degree with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in contract preparation and administration and involvement in reviewing expenditures of administrative costs for information technology. Candidate must demonstrate a good knowledge of information technology terminology. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=719

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Sr. Network Applications Spec.

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

Job Description: Under the direction of the LAN/Client Services Section Manager, or designee, is responsible for configuration planning, installing, and supporting local area network systems and equipment. Leads staff in local area network administration functions, maintaining LAN operating system software, physical security for LAN resources, Active Directory and LAN documentation. Ensures compliance with standards and conventions in system design, implementation, and subsequent use of Paces local area network, client servers, Internet, and the administration of Oracle E-Business Suite. Provides counsel and guidance to Systems and Procedures staff with regard to the quality and reliability of computer applications involving Paces network infrastructure, including local area networks, client workstations, client servers, wide area network, Internet servers. Participates in post implementation audits of specified implemented systems. May be called upon as a resource for an applications development effort in the study, design, implementation, and/or operation of specified new network oriented systems. Has the responsibility for a variety of tasks relating to all aspect of microcomputers and networks as well as some minicomputer activities.

Qualifications: Qualified candidate must have a Bachelor's Degree in Computer Science, or its equivalent, and have at least two years of actual intense work experience in a Windows local area network environment, or equivalent work and academic experience. Qualified candidate must have working knowledge of client/server technology, the Internet and data communications equipment. Must have working experience with microcomputer and local area network installations and configurations. At least one year of actual intense work experience in a Windows local area network environment using Active Directory is preferred. Experience with popular PC software packages including Windows, Microsoft Office, Adobe Acrobat, Act!, SPSS products and other tools is essential. Detailed knowledge and understanding of automated systems and database concepts, including relational database structure and databases, data base management systems such as MS SQL, Oracle, and SYBASE are desired. Strong analytical and problems solving skills. Must be able to work overtime hours as needed and must be able to work flexible work schedule, including occasional evenings and weekends. Will be on call for problems. Travel to Pace Divisions and other remote locations required. Must be able to talk to customers over the phone, have a personable character. Ability to respond quickly within a dynamic environment with tight deadlines, and demonstrated interpersonal and written communication skills. Must have a good work history.

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Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

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Job Title: Marketing Manager
Department: Marketing
Status: Full Time

Essential duties and responsibilities include the following:
Manage the development of integrated, individualized marketing plans to support exhibits, events and programs. Develop and execute creative concepts, managing the advertising development effort with external agencies.
Steer the development of the Museum's paid media plan with external partners.
Develop relationships with the Museum's main media vendors to create strong added value opportunities. Identify and test new targeted media and addressable marketing programs to drive attendance to the Museum. Develop the program strategy and manage the detailed execution of the program. Participate in the ongoing search for new and viable markets. Oversee the Museum's digital advertising including creative development, media planning and buying. Coordinate all efforts with the Museum's digital media team to maximize tracking and conversions.
Manage marketing-related primary research projects, including the development, implementation and analysis of the post-visit survey and exhibit-specific guest research. Participate in broader consumer research, such as guest segmentation, RFM and consumer insights.
Oversee the promotional presence inside and outside of the Museum, including events, contests, partnerships and various onsite activations.
Develop appropriate budget allocation recommendations for marketing and communication activities and manage all program budgets.
Assist in overall stewardship of the Museum brand.
Consult on cross-divisional programs that require marketing input and support.
Supervise, develop and evaluate up to two direct reports.
Participate in evaluating agency and partner performance.

Qualifications: Bachelor's degree is required. Master's degree is a plus.
5-7 years of progressive marketing experience; venue and/or agency background is a plus Two or more years of management and employee evaluation experience required.
Excellent marketing project management, team management and negotiation/facilitation abilities Strong analytical skills. Strong interpersonal communication skills. Must be computer proficient in Microsoft Word, Excel and Outlook.

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