

Outreach and Science Communication Coordinator/Administrative Lab Manager

A position is open at McMaster's internationally unique LIVELab in the McMaster Institute for Music and the Mind (LIVELab.mcmaster.ca) for a person to coordinate our outreach and science communication programs and to administer/lab-manage our research program, including human and physical resources.

Opened in the fall of 2014, the LIVELab is a unique facility for the study of human interaction and nonverbal communication, as well as for exploration of technology in the arts. A fully-functioning 100 seat performance hall, it contains a number of technologies for acoustic, neuroscientific and behavioural research. The space was built to be naturally extremely quiet and low reverberation. The active acoustic system of microphones and loudspeakers enables the creation of echoes to stimulation environments from non-reverberant to highly reverberant, and to change the apparent size of the room. EEG, heart rate, galvanic skin responses and breathing rate can be measured in musicians on the stage and simultaneously in up to 32 audience members. Motion capture is possible throughout the entire space, including in up to 100 audience members. A Disklavier piano enables detailed analyses of piano performances. Response tablets allow testing responses and judgements from up to 100 people at a time. Details about the space can be found at <http://livelab.mcmaster.ca/research/technology/> and some of the research projects underway can be viewed at <http://livelab.mcmaster.ca/research/currentstudies/>.

The ideal candidate will bring knowledge, experience, and enthusiasm at the intersection of science and the arts, particularly music. The ideal candidate will be flexible, enjoy setting goals, work well in a team, be an independent problem solver, and excel at managing human and infrastructure needs. The position reports to the Director of the LIVELab. The person in the position works closely with the LIVELab Technical Director, LIVELab Technicians and Research Assistants, as well as with post docs, students and other researchers in the lab.

For details, see: <http://livelab.mcmaster.ca/job-opportunities/>

Applicants are requested to send a cover letter, resume and contact information for three individuals who could provide a reference to:

Dr. Laurel Trainor
Director, LIVELab
LJT@mcmaster.ca

Duties

Outreach and Science Communication Coordination

- Manage daily communications (phone/email)
- Manage social media in conjunction with our partners (e.g., sending material to the Generator and McMaster PR)

- Coordinate concerts and events in the LIVELab, including contracting performers, serving as Front of House, organizing catering, and liaising with sponsors and industrial partners
- Coordinate programs for children and public tours
- Generate promotional materials
- Work with McMaster Advancement on developing strategies for donor relations and engagement
- Maintain mailing lists
- Maintain community connections; identify new opportunities for collaboration

Administrative Lab Manager

- Manage bookings and scheduling in the LIVELab
- Manage content and updating of the website and wiki
- Monitor and facilitate ongoing maintenance and repairs of equipment in the LIVELab in conjunction with the Technical Director
- Laise with strategic units at McMaster (e.g., VPR office; Dean Science; PR; Alumni, Advancement, etc.)
- Manage the LIVELab database and participant booking
- Organize meetings, set agendas, take minutes and follow up on action items
- Track the status of research projects in the LIVELab
- Track and manage staff time across research projects and other activities
- Manage invoicing and payments
- Work with the LIVELab Director and the Dean of Science office on strategic planning and business plan generation

Qualifications: The following would be assets

- Masters degree involving scientific research related to psychology, hearing science, audio engineering, communication or related field, or equivalent experience, with a keen interest in science. Excellent candidates with undergraduate experience will also be considered.
- Strategic planning experience
- Experience building relations with local and national partners
- Ability to maintain and edit a website (e.g. WordPress)
- Skills in word processing, data programs (e.g., excel) and publishing software (e.g. Adobe Illustrator, Photoshop)
- A strong interest in the performing arts, with specific experience in the music industry and public sector
- Excellent written and oral communication skills
- Strong social skills and comfort in dealing with the public, musicians, industry partners, not-for-profits, researchers and students
- Attention to detail, good judgement, ability to prioritize and ability to multi-task
- Ability to work in a highly dynamic team environment
- Ability to set goals and monitor progress

Ideal start date: October 15 – November 15, 2018