



POSITION: Manager, Public Programs
REPORTS TO: Director, Public Programs
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org
EFFECTIVE: April 13, 2017

ABOUT THE CHILDREN'S MUSEUM

At the Children's Museum of Manhattan (CMOM), we do what is good for children. By creating experiences at the intersection of the arts, sciences and the humanities, the Museum helps children and families thrive at home, at school, and in the community. These experiences include exhibitions, classes, workshops, performances, and festivals. Based on research, evaluation, and testing, our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children's development. The Museum's special areas of focus—selected for their ability to benefit children throughout their lives—include early childhood education, creativity (in the arts and sciences), health, and world cultures.

POSITION OVERVIEW

CMOM seeks a creative leader and museum educator to help direct the vision and strategy for family learning at the Museum. Visitors can enjoy more than 80 workshops, classes, and performances each week. These family programs are free with admission and are offered to enhance the Museum's exhibits and content focus areas through hands-on activities and resources. Reporting to the Director of Public Programs, the Manager oversees the cohort of Museum Educators in collaboration with members of the Education Department's senior staff. This position requires a self-motivated, organized, creative problem-solver with excellent written and interpersonal communication skills, the ability to manage time and motivate people, and an aptitude for cross-disciplinary thinking that embraces different art forms and disciplines. The candidate should have museum or classroom teaching experience and the ability to design programs for diverse audiences in an informative and engaging manner.

CMOM is a fun and exciting place to work with a motivated group of high-achieving and creative educators. A successful candidate is energetic, organized, punctual, and has strong interpersonal skills. The Manager of Family Programs reports directly to the Director of Public Programs. Hours are Tuesday-Saturday; some additional evenings required.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Conceive, implement, and manage family programs related to Museum exhibitions, themed weekend and public school break week festivals, and Museum initiatives in early childhood education, creativity, health, world cultures
- Collaborate to produce programmatic content
- Recruit, hire, train, and supervise a part-time staff, including scheduling and payroll
- Evaluate current programs and evaluate staff's performance
- Mentor museum educators, and collaborate with other Education and Museum staff
- Manage communication of Public Programs through the development and distribution of daily elevator posters, as well as make regular updates to the Museum's website and social media posts
- Manage the condition of Museum workshops and maintain art supplies
- Survey the condition of Museum exhibitions and manipulatives



- Survey the Museum floor during public hours
- Coordinate prep and setup of guest vendors (i.e. visual artists, authors, musicians and dance groups)
- Occasional coordination of offsite programming
- Project manage grant-based work including: writing program narratives, creating budgets, overseeing program implementation, data collection, and reporting.
- Manage administrative tasks including invoices, room reservations, booking confirmations, and weekly staffing assignments.
- Other duties as assigned

QUALIFICATIONS

- Bachelor of Arts degree, BFA, MA or MFA, or other relevant field preferred. However, direct experience also recognized
- 5-7 years of experience implementing arts education programs for all ages
- 2-3 years of experience managing educators in museums or other arts based institutions
- Administrative experience including managing budgets, and supervising part-time staff, interns, and/or volunteers
- Experience working with preschool audiences (classroom experience a plus), developing lesson plans, coordinating programs, and producing interpretive materials
- Excellent teaching, arts education, and/or art-making skills
- Excellent writing, organizational skills, and attention to detail
- Versed in social media
- Bilingual skills are a plus
- Ability to assess priorities and work well under pressure; excellent time management, problem solving, and analytical skills
- Demonstrated proficiency with MS Office products and an understanding of Adobe Creative Suite
- Demonstrated capacity to communicate effectively and professionally with different constituencies, verbally and in writing
- Forward looking thinker, who actively seeks opportunities and proposes solutions

SALARY

A competitive salary based on prior experience and benefits package will be offered.

HOW TO APPLY

Please submit cover letter and resume (addressing qualification requirements) to drios@cmom.org. Only applications with (thoughtful!) cover letters included will be considered. Due to high volume of applicants, we will only contact those candidates whose skills and background best fit the needs of the position, however please check your inbox and junk mail for any correspondence. The Children's Museum of Manhattan is an Equal Opportunity Employer.

No phone inquiries, please.

APPLICATION DEADLINE

Open until filled