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**POSITION: PUBLIC PROGRAMS SUPERVISOR**

**EXEMPT STATUS:** Part-Time (Nonexempt)

**REPORTS TO:** Director of Public Programs

**ORGANIZATION:** The Children's Museum of Manhattan

**LOCATION:** 212 West 83<sup>rd</sup> Street, New York, NY 10024

**WEBSITE:** [www.CMOM.org](http://www.CMOM.org)

**ABOUT THE CHILDREN'S MUSEUM:**

The Children's Museum of Manhattan (CMOM) helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children's development. CMOM'S special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, CMOM has flourished. Today it is a beloved citywide resource for children, families, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan's Upper West Side. Hundreds of thousands more benefit from CMOM's outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

**ABOUT THE POSITION:**

CMOM seeks a creative leader for the role of part-time Public Programs Supervisor to support the Public Programs department with a myriad of early childhood, arts, and science-based programs for children (ages birth-10) and families. This role assists in the daily operations of public and family programs, including setup and breakdown of daily program spaces; interacting with museum visitors; supporting and supervising Experience Facilitators and Lead Educators. Additional responsibilities include managing the condition of Museum exhibitions and quality of workshops.

**PRINCIPAL RESPONSIBILITIES:**

**STAFFING:**

- Supervise and monitor CMOM's team of Experience Facilitators
- Mentor CMOM's part-time Public Programs staff through co-teaching, overseeing their daily performance, and by providing constructive feedback



- Monitor staff communications, such as weekly scheduling and daily staffing, call outs and likenesses
- Collaborate with departmental leadership staff to design professional development workshops in best practices for part-time staff, along with performance evaluations, as needed
- Maintain a supportive environment for all Public Programs staff

#### **PROGRAMMING:**

- Ensure that all visual arts and early childhood programs are aligned pedagogically, conceptually and aesthetically to the Museum's goals, and are of the highest quality
- Assist in the implementation of exhibition-related and mission-driven family programs, along with cultural holidays, and Museum-wide offerings
- Provide oversight and support in the set-up and break-down of all family programs
- Engage visiting families and children in a variety of programs and activities, including artmaking, STEAM activities, storytelling, facilitated play, movement and music activities
- Assist with the documentation of all programs, as needed
- Serve as a supporting team member for guest collaborators during events and/or workshops, as needed

#### **OPERATIONS:**

- Create a welcoming and warm environment for families by greeting children and caregivers upon arrival, guiding them through activities, and providing materials and information to help navigate the space confidently
- Evaluate the condition of Museum exhibitions, including manipulatives and mobile pieces
- Assist in managing departmental supply inventory
- Prepare materials for future family programs and ensure storage spaces are clean and organized
- Quickly and effectively respond to missing children, adults, and accidents that occur on the floor
- Communicate Museum policies, including COVID protocols and food guidelines with guests
- Assist our Clean Team in disinfecting, cleaning, and maintaining program and exhibition spaces
- Other duties, as assigned\*

#### **QUALIFICATIONS:**



- Minimum of one year experience in a supervisory role
- Experience working in retail, cultural centers, community-based organizations, or museums
- Excellent administrative skills—including proficiency with MS Office—attention to detail, creative problem solving and analytical abilities
- Demonstrated ability to work independently and as part of a team; prioritize tasks and anticipate project needs; and manage multiple projects with competing deadlines in a timely manner
- Excellent judgment, professionalism and discretion when handling confidential and sensitive matters
- Ability to receive and provide feedback in a professional and respectful manner
- Demonstrated competency with a variety of artmaking techniques and mediums, such as but not limited to printmaking, sculpture/3-dimensional design, collage, assemblage, bookmaking, fiber arts, and digital media
- Excellent communication skills while effectively communicating the educational content and value of programs to visitors
- Experience working with families and developing object/inquiry-based lesson plans
- Ability to engage with children and adults in a welcoming, friendly, and professional manner
- Ability to lift to 40 pounds.

**SCHEDULE:**

This position is 3-4 days per week with at least one weekend day required with up to 28 hours; between 9am–5:30pm; including holidays and special events.

**COMPENSATION:**

Hourly Wage: \$23/Hour

**HOW TO APPLY:**

Please send a cover letter and resume to [public-programs@cmom.org](mailto:public-programs@cmom.org), with “Public Programs Supervisor: Application Materials” as the subject line.