



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION/TITLE:	Studio Manager
STATUS:	Non-Union, Exempt
SALARY:	\$20/hour
DEPARTMENT:	Visitor Experience/SPARK
SUPERVISOR:	Director of Visitor Experience

Brooklyn Children's Museum (BCM), the world's first museum expressly designed for children, is a pioneer in the fields of early childhood education and informal learning. Rooted in its Brooklyn community, the Museum's mission is to provide first cultural experiences for children and families that inspire curiosity, creativity, and lifelong love of learning. Brooklyn Children's Museum serves 275,000 children and adults annually, and operates in a 125,000 square feet of indoor and outdoor space owned by the City of New York.

Position Summary

Brooklyn Children's Museum is seeking to hire a part-time Studio Manager to oversee the daily operations of its 1,800 sq. foot studio space located in Brooklyn Bridge Park. This space will present dynamic interdisciplinary programs and serve as an extension of the pioneering Brooklyn Children's Museum in Crown Heights. The Studio Manager will oversee daily programs in this new location, and facilitate weekly drop-in programming in the studio to achieve a successful presence in Brooklyn Bridge Park.

Position Responsibilities

- Oversee the delivery of multiple classes by teaching artists and part-time educators;
- Coordinate the running of weekly programs including pre-registered classes, Educator-led programs, and open studio drop-in hours;
- Evaluate Educators teaching programs and offer constructive feedback; assist when necessary;
- Manage communication and answer phone calls requesting class and drop-in information;
- Manage the daily accounting including maintaining registration numbers and paid admission each day;
- Close and balance cash registers and send End of Day report;
- Assist in the sales of weekly and specialty classes;
- General studio management including organizing materials, maintenance, and keeping educators accountable for cleanliness;

- Participate in professional activities to represent the Museum and to maintain and deepen professional expertise and knowledge;
- Other assignments as requested.

Qualifications & Skill Requirements

- Preferred Master's degree in art education, museum studies, or early childhood education;
- Five years of museum experience or informal teaching with children of early childhood age and their families;
- Experience working with children ages 0-8 and their caregivers with patience and understanding;
- Exemplary verbal and written communication skills;
- Ability and desire to work collaboratively, as part of an interdisciplinary team and be open to constructive feedback and exchange;
- Demonstrated management ability, with excellent communication, writing, organizational and leadership skill;
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox
- Ability to stand and walk around for extended periods
- Ability to bend, kneel, and lift up to 20 pounds.

Schedule

- Part-time, up to 28 hours per week, typically 9:30-5:30

Application Information

- Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] – Studio Manager” in the subject header.

We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.