Brooklyn Children’s Museum is looking for a dynamic and visionary employee to fill the role of Public Programs Manager. This role will be responsible for developing a robust and fun schedule of programs for children ages 0 – 8 and their families; training educators and administrators to deliver programs; and working with staff to execute and evaluate programs on the floor. Programming should have an interdisciplinary focus on the arts, culture and science, and reflect the diverse cultures of Brooklyn.

RESPONSIBILITIES

- Conceptualizes, plans and executes interdisciplinary floor and public programs for children ages 0-8 and their families that build on existing exhibits, installations, and museum themes
- Develops relationships with and schedules community organizations, artists, and educators to deliver ticketed and free programs in and outside of the museum
- Schedules educators and other staff to lead workshops at the Museum and offsite
- Manages core group of educators, and substitutes for floor educators when needed
- Collects and analyzes program attendance data
- Develops and implements quantitative and qualitative evaluations for programs
- Generates reports using attendance data and qualitative evaluation to assess strengths and determine direction
- Coordinates program supply orders
- Coordinates AV equipment and other needs of performers
- Maintains budgets for public programs
- Assists Development department on reports and grants related to public programs
- Participates in professional development related to museum program delivery and museum education
- Other duties as assigned

REQUIREMENTS

- B.A. in Education, Museum Studies, Child Development, or related field, and three to five years experience in public programs or museum education required
- Experience facilitating artist and community partnerships
- Experience working with children ages 0 – 8 and their caregivers
- Demonstrated ability to take initiative and handle multiple tasks
- Exemplary verbal, written communication, and project management skills
- Flexible and passionate about working with youth in a museum setting
• Knowledge of Brooklyn
• Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox

COMPENSATION
Low $40s annual salary, commensurate with experience; excellent benefits and vacation time, including health, dental and vision insurance.

SCHEDULE
Tuesday through Saturday with the flexibility of adjusting schedule as needed.

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

Applications will be reviewed on a rolling basis with priority given to those received by November 2, 2015 or before. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

Brooklyn Children’s Museum is an equal opportunity employer. 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.

ABOUT BROOKLYN CHILDREN’S MUSEUM
Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum’s mission is to provide inspiring first cultural experiences to children and their families, with the goal of setting them on a path to life-long appreciation of culture, including visual art, performance, and sciences. The Museum serves 250,000 children and adults annually through its school, public, and after school programs.

October 2015