Operations Manager
Bushwick based. Full time position.

POSITION OVERVIEW

As MICRO’s Internal Operations Manager, you’ll be in charge of the day-to-day operations that keep MICRO’s community thriving, and the museum fleet growing.

This position will suit someone who thrives on responsibility and coordination, a proactive team member with solid operational experience who wants to grow MICRO’s mission to reach new audiences everywhere with free museum experiences.

This is a full time position. Salary commensurate with experience, with a floor of $55K.

QUALIFICATIONS

- 3+ years of experience in an operations, production, project management, or HR role
- Comfort with services such as Asana, Google Apps, and Quickbooks Online
- Experience hiring and onboarding
- Passion for MICRO’s mission
- Strong-strategic communicator
- Comfortable wearing multiple hats, and willingness to step in

MICRO

MICRO creates six-foot-tall museums that transform public spaces into interactive learning environments, increasing access for diverse populations and making world-class museum experiences accessible to all.

We bring together scientists, designers, and storytellers to squeeze a vast, complex world into museums the size of vending machines. Then we replicate the tiny museums and install them in unexpected places like hospital waiting rooms, transit hubs, and the DMV.

Why MICRO?

Museums are trusted sources of knowledge, but traditional brick and mortar museums are geographically clustered. In NYC, Manhattan has 85 museums. The Bronx has 8. The boroughs have the same population.

The impact museums have is demographically narrow: across America 90% of museum visitors are white, and museum entry is often expensive.

MICRO wants to change that.

MICRO has been called a “storytelling machine.” It was awarded the Tribeca Film Institute’s New Media Award, SXSW’s Place by Design Award, and two Editors’ Choice Awards at the World Maker Faire.
RESPONSIBILITIES

Human Resources
- Create, implement, and maintain HR policies and procedures
- Oversee and support hiring, onboarding, training, etc. of employees
- Manage employee and contractor access to MICRO’s IT
- Maintain culture of feedback and professional development
- Set company culture and norms for a growing team

Finances
- Oversee bookkeeping and accounting services
- Manage payroll and contractor payments through gusto.com
- Maintain and implement expense reporting procedures
- Develop monthly financial statements, including cash flow, P&L, and balance sheets
- Manage and update monthly budget projection tools

Office Management
- Answer and prioritize team responses to MICRO’s public inbox
- Manage scheduling for team meetings and travel
- Keep office stocked with supplies
- Coordinate with MICRO’s contractors and maintenance crew
- Manage MICRO’s Google Drive
- Manage contracts and maintain relationships with key players in MICRO operations, including but not limited to insurance companies, landlord rental agreements, fiscal sponsor grant holding account, etc.

PERSONAL ATTRIBUTES

- Self-motivated and track record of taking initiative
- Good at ‘managing up’
- Strong, strategic communicator who is good at priority setting
- Excited to work as part of a small, fast-paced team
- Museums? You love them.

THE TEAM

MICRO was founded by a former NASA researcher and a media producer. We have since expanded to include a novelist, educator, filmmaker, and a mechanical engineer amongst a variety of other creatives, but at MICRO we all wear many hats. We’re a small, close-knit group; a curious, eclectic bunch that is committed to expanding equal access to fundamental knowledge, and excited to continue growing our team.

JOIN US!

Interested in applying? Please contact Autumn Mortali (they/them) at apply@micro.ooo with your resume and cover letter, with the subject line: OPERATIONS MANAGER | Your Name.

Be sure to mention how you heard about the position!