

Operations Manager

Bronx Children's Museum – Bronx, NY

Bronx Children's Museum currently exists as a "museum without walls" and serves almost 18,000 Bronx residents annually. The Museum uses innovative mobile programming to engage children and adults in the arts and sciences. The museum also creates temporary exhibits and serves after-school and summer needs throughout the Bronx at community-based organizations, schools, shelters, libraries, local festivals and parks. The Museum has partnered with the City of New York to create a permanent home in a former powerhouse along the Harlem River in the South Bronx that will enable it to serve 75,000 children per year. Construction has already begun on the 13,000 sq. ft. site with a total of 7,500 sq. ft. of exhibitions currently in the design phase with an expected opening date in 2020.

Position Description & Requirements:

The Museum is seeking an experienced and passionate **Operations Manager** responsible for laying the groundwork for and overseeing the transition of the Museum from a virtual museum to one with a state-of-the-art facility and smooth-running organization.

Areas of responsibility will include, but not be limited to:

1. Building Operations and Management
2. Exhibit Installation Scheduling, Testing, and Ongoing Maintenance (in concert with engineers, exhibit designers, and fabricators)
3. Information Technology System Launch and Management
4. Security, Safety & Maintenance Management
5. Visitor Services and Office Management
6. Procurement Coordination, Installation, and Ongoing Maintenance of Furniture, Fixtures and Equipment (FF&E)

Under the supervision of the Deputy of Finance and Operations (DDFO), the **Operations Manager** will:

- Play a critical leadership role in creating a fully-operational, smooth-running facility;
- Develop and enact institutional operational standards, procedures and protocols;
- Oversee smooth exhibit installation and integration, with ongoing troubleshooting and problem-solving as needed;
- Work with and finalize day-to-day visitor services organizational systems.

S/he will also act as primary point-person with City and State partners throughout the transition process as well as after the public launch when the building will be operational and open to the public.

Key responsibilities will include, but are not limited to, the following:

1. Building Operations Management:

- With the DDFO, create and institute policies and procedures resulting in sustained operational success; including the development of performance operational standards throughout the organization and visitor services (SOP).
- Oversee the management of BxCM's site, facilities and property to support ongoing goals, which may evolve over time, to most effectively serve the changing needs of our constituency, programs, and exhibits.
- With the DDFO, represent the Museum at bi-weekly Site Meetings with representatives from NYC Department of Design & Construction, NYC Department of Parks & Recreation, Project Architects, Project Construction Manager, and other project representatives.
- With the Visitor Service Consultant, develop and implement policies and procedures in preparation for Opening, including Visitor Services, Ticketing/Admissions, Retail, Safety, and other critical operational functions.
- Create, implement, and manage office operations including office space oversight and allocations.
- Oversee legal, compliance, and insurance issues as related to Operational Management of the Museum.
- Oversee day-to-day operations and staff coverage, including weekends and on-call emergencies.
- Cross-train all management staff to provide functional support during absences or to address immediate needs.

2. Site Integration and Exhibit Installation

- Assure that visitor spaces (exhibits and props) are well maintained and safe, fully operational, and upgraded when needed.
- Oversee smooth Work with City partners and the Museum's Exhibit Design & Fabrication partners to develop and execute a plan and schedule for site integration, exhibit installation, and testing in keeping with the overall construction timeline and exhibit fabrication forecasts.
- Coordinate as needed with any and all project contractors, including Artists, to ensure smooth site choreography and efficient collaboration for installation, testing, commissioning, permitting, or other site requirements.
- Work effectively with the building owners and tenants to ensure a positive working relationship.

3. Information Technology Launch and System Management:

- Guide the organization through new technology integration and implementation, ensuring that technology is used optimally and holistically throughout the organization. Provide decision leadership for integrated solutions, training, and support related to technology systems.
- Manage and leverage department technology platforms for building automation (including remotely), record retention, and maintenance schedules.
- Manage all IT issues (computers, servers, telephone, internet, AV) and liaise with vendors to troubleshoot and problem-solve toward quick and efficient resolutions.

4. Security, Safety, and Maintenance Management:

- Assure the highest level of safety, hygiene, and least intrusive, yet tight security measures.
- Establish, codify, implement, document, and monitor the Museum's safety, cleaning and emergency policies, protocols, and procedures.
- Recruit, train and supervise Security and Maintenance managers.
- Create and implement routine maintenance schedules for vendors, and institute protocols for when outside agents are in the building.
- Launch and oversee security system already designed and under construction.
- Create and manage monitoring and access protocols to the building.
- Develop and implement operational plans for the Soft and Grand Openings.
- Manage the day-to-day operations associated with the Museum's bus. Working closely with the bus driver, develop and implement a daily pre and post visit safety check list, program of scheduled preventative maintenance including safety inspections, and coordinate and schedule all necessary (interior and exterior) maintenance. Ensure a safe environment for visitors and staff in compliance with regulatory requirements such as state registrations and insurance policies.

5. Visitor Services Management:

- Promote the highest level of ongoing respect, warmth, and access to information/resources for visitors.
- Assist in the development and completion of the Visitor Services (PEER) Manual.
- Recruit, train and supervise building staff and key Visitor Services Staff.
- Orchestrate and coordinate with all departments (including Operations, Security, IT and Education) to ensure full and constant coverage and that visitor needs are integrated seamlessly into all aspects of Museum operations.
- With DDFO, maintain responsibility for opening and closing the facility, including starting and reconciling cash registers on a day-to-day basis.
- Oversee the management of and train staff on the Point-of-Sale (POS) system.
- Manage (future) merchandising for both mission-alignment and revenue-generation and enact protocols and policies to safeguard store inventory.

6. Building and Furniture, Fixtures and Equipment (FF&E) Management:

- Serve as the building coordinator and primary contact for facility issues including weekend and on-call emergencies.
- Ensure that operating equipment, and systems are safe, green, tested on an ongoing basis, and in compliance with all applicable regulatory and governmental codes when possible.
- Create a site-specific plan for installation and operations of the building's AV, IT, Safety and Security systems, based on the current construction scope as well as current Furniture, Fixture, and Equipment (FF&E) list. This will include short-term and long-term planning and strategy.
- Oversee the procurement and installation of all FF&E per existing plans and equipment lists.
- Manage assigned projects in accordance with bidding, budgeting, scheduling and stakeholder engagement requirements.

Minimum Required Qualifications:

- A bachelor's degree plus at least five (5) years of relevant experience in planning and overseeing museum operations, including Visitor Services, Maintenance, Security, IT, Retail and/or other critical functions related to museum operations
- Five-year minimum experience in facilities management, project management and staff supervision
- Strong understanding of construction projections, schedules, and budgets with proven ability to set priorities and meet deadlines
- Ability to effectively communicate with diverse groups of stakeholders
- Must be organized and very detail-oriented
- Superior interpersonal and communication skills; must be a graceful and effective problem-solver
- Must be a self-starter and function well both independently and as part of teams
- Experience with planning and implementation of IT systems, as well as building integration of digital media and show control systems
- Familiarity with Point-of-Sale (POS) systems a plus
- Experience with NYC Department of Design & Construction (DDC) and/or NYC Department of Parks & Recreation (DPR) a plus
- Familiarity with LEED construction practices a plus
- Connection and familiarity with the Bronx a plus

- Ability to work in a virtual office environment, travel to Bronx and surrounding NYC boroughs for meetings and special events; flexibility to oversee operational programs, visitor services, vendors, security and maintenance and IT-related issues as needed during weekends, holidays, and evenings and on-call as needed.

Interested candidates should email careers@bronxchildrensmuseum.org and include “Operations Manager” in the subject.

- Letter of interest addressing the key responsibilities and required qualifications
- Resume

Equal Opportunity Employer

Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Grant & Development Manager

Bronx Children's Museum – Bronx, NY

Bronx Children's Museum currently exists as a "museum without walls" and serves almost 18,000 Bronx residents annually. The Museum uses innovative mobile programming to engage children and adults in the arts and sciences. The Museum also creates temporary exhibits and serves after-school and summer needs throughout the Bronx at community-based organizations, schools, shelters, libraries, local festivals and parks. The Museum has partnered with the City of New York to create a permanent home in a former powerhouse along the Harlem River in the South Bronx that will enable it to serve 75,000 children per year. Construction is underway on the 13,000 sq. ft. site with a total of 7,500 sq. ft. of exhibitions currently in the design phase with an expected open date in 2020.

Position Description & Requirements:

The Museum is seeking an experienced, skilled and passionate **Grant & Development Manager** to assist with the grant process and development opportunities, including, but not limited to:

- ❖ Individual Donors
- ❖ Grant Proposals
- ❖ Naming Campaign
- ❖ Annual Gala & Special Events
- ❖ Administrative support to the Director of Development

The Grant & Development Manager will assist with all fundraising activities including the Museum's overall fundraising plans and strategies, donor relations, direct mail appeals, grant writing, and special events, as well as provide a wide range of administrative support to the Director of Development. This role reports to the Director of Development, and key responsibilities will include, but are not limited to the following:

Individual Donors:

- Help integrate and maintain a robust donor database system.
- Assist the Director of Development on obtaining and cultivating the network of donors.
- Work closely with Director to create year-end solicitations (hard copy and electronic) that can be sent by members of the Board of Directors to their contacts and directly to our network of donors/newsletter subscribers. Work in tandem with the Director of Marketing & Communication to create these pieces.
- Develop a year-end thank you letter for contributors that can be personalized, as appropriate. Responsible for distribution of thank you letters to donors.
- Collect data about the donors and donations and create a report and assessment of Year-End Appeal to be shared with the Board of Directors.
- Conduct prospect research on individual prospects and/or potential donors.

Grant Proposals:

- Coordinate concepts and strategies for grant funding opportunities, manage the annual grants/reports calendar, and communicate information and results to the Director of Development and the Executive Director.
- Coordinate efforts across departments to facilitate the writing and preparation of all grant proposals, budgets, and reports related to foundations and corporation funding solicitations.
- Write, develop and prepare non-government proposals as needed (e.g. private and corporate foundations) for general operating, program, exhibit and reserve funds.
- Perform follow up with private funders including acknowledgement letters.
- Help develop, systematize, and oversee budgets and supporting materials.
- Identify and pursue prospective funders/funding streams and sources.
- Develop and maintain ongoing prospect research as required.
- Ensure compliance and meet reporting requirements for existing grants.
- Develop and maintain a tracking system for all funding transactions including proposal and report deadlines and acknowledgement letters.

Naming Campaign:

- Support the Director during the upcoming Naming Campaign, including timeline, scheduling, donor research, material preparation, and formal agreement documentation.
- Assist with Donor Wall launch, including database maintenance, acknowledgements, featured text confirmation, and formal agreement documentation.

Annual Gala & Special Events:

- Assist with the process leading up to and following the Annual Gala, including, but not limited to assisting with and managing the timeline of the event, ticket sales, sponsorship research/proposals/outreach, honoree relations, and oversight of the Gala Reception.
- Work closely with the event planning partners and Gala committee to ensure a successful event.
- Assist with smaller-scale fundraising events, including developing solicitation strategy, identifying target attendance audience, tracking RSVPs and staffing

Administrative Support to the Dir. of Development:

- Coordinates efforts across departments to facilitate the writing and preparation of all grant proposals, budgets, and reports related
- Database entry and report generation
- Assist with the system conversion (the Museum is moving to a new POS platform) and user manual for new systems
- Funder research
- Timely generation of thank you letters
- Executing mailings
- Document scanning and sharing
- Tracking invoice receipts and payments
- Ordering of materials
- Providing general support to Development Director
- Other duties as assigned

Requirements & Qualifications:

- 3-5 years of experience in development, providing an understanding of nonprofit fundraising, grant writing, administrative processes and procedures, standard accounting practices, and database use
- Must be able to work independently
- Excellent written and verbal communication skills
- Excels at setting and managing realistic deadlines; strong time management skills.
- Must have excellent organizational skills, be detailed oriented, be dedicated to completing projects in a timely manner, and comfortable working in a fast paced situations
- Ability to multitask and juggle many projects at once
- Proficient in MS Office with expertise in Microsoft Word (including Mail Merge) and Excel
- Proficient in Google docs
- Knowledge of Donor Perfect, Doubleknot, Clearview systems a plus
- Ability to work in a virtual office environment, travel to Bronx and surrounding NYC boughs for meetings and special events; flexibility to oversee events during weekends, holidays, and evenings and on-call as needed
- Connection and familiarity with the Bronx a plus

Interested candidates should submit their resume to careers@bronxchildrensmuseum.org and include "Grant & Development Manager" in the subject line.

Equal Opportunity Employer

Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

September 2019

Arts Integration Specialist (Part-Time)

Bronx Children's Museum – Bronx, NY

Bronx Children's Museum seeks a *Part-Time Arts Integration Specialist* to be part of the team that will manage art integrations within the Bronx Children's Museum new building set to open in 2020. The **Arts Integration Specialist** will work with the Director of Arts and Programing to create curatorial statements throughout the Museum that explore relationships between children, nature, culture and the Bronx.

Qualifications:

The ideal candidate will have experience working directly with Bronx emerging and mid-career artists, a broad knowledge the Bronx cultural community, have a love for the rich natural landscape of the Bronx, be knowledgeable of Bronx-based artists and arts organizations, experience and enthusiasm for communicating about art to a broad spectrum of people, interpersonal skills, administrative skills, public art experience, and the ability to follow-through and an ability to manage multiple details and deadlines.

Responsibilities:

Responsibilities associated with the position include, but are not limited to the following:

- **Administrative:** Manage the artist database, artist proposals, written communication with artists and artist review committee, artist contracts, and loan forms.
- **Curatorial:** Assist the Director of Arts and Programing in curating and organizing multiple locations for the Bronx Children's Museum Building. Assist in 3 competitive commissions and 12 individually awarded commissions.
- **Fabrication and Installation:** Assist the Director of Arts and Programing with the communication between artists, designers, and architects to communicate timeline, identify problems and oversee installation.
- **Exhibition Production:**
 - Assist the Director of Arts and Programing with loans and contracts from artists, installation schedule and oversee contracted art handlers and engineers, prepare condition reports for incoming and outgoing work.
 - Write interpretive text for labels for all artwork.
 - Coordinate announcement cards, wall labels and signage.
 - Outreach: organize studio visits, meetings and collaborations between artists and the Bronx Children's Museum.
 - Participate in institution-wide planning committees with both design and multimedia design teams.
 - Represent the Bronx Children's Museum portfolio reviews, community meetings and developments.

Requirements:

- Minimum three years of professional experience in a curatorial setting
- Excellent communication, writing and editorial skills
- Experience working with Bronx-based artists and arts organizations
- Proficiency with Word, Excel, Photoshop

The **Arts Integration Specialist** position offers competitive rate of pay commensurate with experience. It is a part-time position based on approximately a 3-day workweek.

To apply, please send your resume, thoughtful cover letter outlining your experience and interest and salary requirements with **Arts Integration Specialist** in the subject line to careers@bronxchildrensmuseum.org.

Equal Opportunity Employer

Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

September 2019

Arts Program Manager

Bronx Children's Museum – Bronx, NY

BRONX CHILDREN'S MUSEUM

Bronx Children's Museum (BxCM or Museum) is a new kind of children's museum "with and without walls" in the only borough - the Bronx - that until very recently, did not have a children's museum. Currently operating "without walls" in schools, shelters, parks and community agencies, the Museum provides programming to 18,000 children annually. In 2020, the Museum will also open a building near Yankee Stadium, inspiring an additional 75,000 visitors annually. The Museum will offer arts enrichment, environmental education, and interactive exhibits designed to connect children with their families, their communities, the Bronx and beyond, instilling empathy, compassion, and stewardship.

For additional information, visit www.bronxchildrensmuseum.org

THE POSITION

Bronx Children's Museum is looking for a dynamic and visionary individual to fill the role of **Arts Program Manager**. This role will be responsible for developing, managing and teaching a robust and fun schedule of programs for children and their families in the Bronx Community through visiting schools and community-based organizations. The Arts Program Manager will be responsible for acting as the lead teaching artist as well as training educators and administrators to participate and deliver these programs. This position will be an integral part of the management team and provides an exciting opportunity to help move and transition these programs from a virtual setting into our Museum that will open in 2020.

Responsibilities:

Responsibilities associated with the position include, but are not limited to the following:

Classroom Instruction & Supervising

- Provides Museum standard art instruction for K-3rd grade students at 4-5 Bronx Public Schools (in school and afterschool programs) and at several other sites throughout the year with a team of teaching artist assistants
- In partnership with Director of Arts and Programs conceptualizes, plans, executes, and assesses:
 - Art programs for children and their families that build on existing Museum programs in schools
 - Art experiences at various Bronx community events
- Creates curriculum with teaching artists:
 - Oversees activities and works of art for each program
 - Ensures lesson plans and prototypes are in place for each program and art activity
- Recruits, schedules trainings and supervises program teaching artist assistants, teaching artists and museum guides
- Helps mold and transitions existing programs/activities into the newly designed Museum that will open in 2020
- Programming should have an interdisciplinary focus on the arts and culture and reflect the diverse cultures of the Bronx
- Works collaboratively with Program Director and STEAM Program Manager, Executive Director, Teaching Assistants, Museum Guides, Volunteers, and Community Residents to teach, facilitate and execute successful art programs

Program Management

- Recruits, orients, and maintains relationships with 4-5 schools for after and in-school school programs during the school year and with CBOs during summer months
- Conceptualizes, develops, markets, implements, and evaluates strategic and operating plans for school and community programs which might include meeting with area school principals, school staff, and community-based organizations to develop partnerships on behalf of the Museum
- Collaborates with Museum Early Childhood Specialist to develop materials and refine and assess programs
- Coordinates with each school to schedule the following: introductory meetings, registration, afterschool schedule, storage, ending performances and exit interviews
- Oversees project timeline and details to ensure project milestones are being met
- Schedules and coordinates guest visits for all afterschool programs and other programs
- Orders, collects, transports, distributes and arranges for storage of fun and high quality colorful arts materials to each school or program
- Creates and executes emergency procedures for each program, so that children, family members, and staff are safe at all times and there is ample coverage and maximum safety
- Maintains and completes school binder for each school with profile documenting including introductory meetings, student registration, pre and post Assessments, testimonials, photo releases, monthly classroom visits, number of students and exit interviews, and attendance records
- Documents BxCM program at schools via photos, evaluations, and assessments
- Maintains assessment, attendance, and testimonials for each program; analyzes program attendance data; develops and implements quantitative and qualitative evaluations for programs

Administrative

- Ensures all branding requirements are followed and represent the Museum's look and feel
- Works with Graphic Designer to finalize poster and takeaways for registration, closing ceremonies and art shows, and final performances
- Works with the Executive Director and Museum marketing team to promote the program using press and working closely with community leaders.
- Maintains storage unit for Bronx Children's Museum; including inventory list of afterschool supplies and other program supplies; organizing trash disposal
- Creates art activities for newsletter every month and provides input and content for monthly e-newsletter focusing on program details
- Maintains Museum photos on Google Drive
- Updates website and social media platforms with program-related content
- Creates reports for each program with assessment, photos, and testimonials.
- As part of the management team, contributes in meaningful ways to the Museum's forward movement and inspire others to follow suit
- Participates in meetings and engages in strategic discussions on ways to move off-site programs to the Museum facility that will house fine arts programs and exhibits
- Attends monthly exhibition meetings with exhibit designers and provides feedback on studio classroom and rotating exhibition space
- Attends Bronx community meetings
- Handles all administrative responsibilities associated with the position in an orderly and timely fashion.
- Other duties as assigned

Qualifications and Requirements:

- Experience (3 to 5 years) as teaching artists or museum educator with an emphasis on art education
- B.F.A. or a degree in Education, Museum Studies, Child Development, or related field
- Active/practicing artist working within your artistic discipline.
- Experience in a managerial role, recruiting staff, supervising and training staff and fostering accountability amount staff
- Experience facilitating artist and community partnerships
- Experience working with and teaching children ages 5 – 9 and ability to interact with their caregivers
- Experience working directly with Bronx emerging and mid career artists, a broad knowledge the Bronx cultural community, have a love for the Art of the Bronx, knowledgeable of Bronx Based artists and arts organizations
- Experience and enthusiasm for communicating about art to a broad spectrum of people, interpersonal skills, administrative skills, the ability to show imitative, follow-through and an ability to manage multiple details and deadlines, and ability to work a flexible schedule based on programming and Museum needs, including Saturdays
- Will be a self-starter and a team player, able to contribute in meaningful ways to the Museum's forward movement and inspire others to follow suit
- Exemplary verbal, written communication, and project management skills
- Proficient with Macs, PCs, Microsoft Office, Google Apps, Photoshop and Dropbox
- Ability to lift approximately 50 lbs.
- Ability to work a flexible schedule based on programming and Museum needs, including evening, weekend and holiday hours are required, as well as participation in seasonal special events.

Arts Program Manager position is a full-time salaried position, which offers a competitive salary that is commensurate with experience and a comprehensive benefits package including medical, dental, retirement savings plan and paid time off.

To apply, please send your resume, thoughtful cover letter outlining your teaching artist working discipline and salary requirements with "**Arts Program Manager – [Your Last Name]**" in the subject line to careers@bronxchildrensmuseum.org. Only those candidates selected for an interview will be contacted.

Equal Opportunity Employer

Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

September 2019

STEAM Program Manager

Bronx Children's Museum – Bronx, NY

The STEAM Program Manager at Bronx Children's Museum will be responsible for developing, managing and teaching a robust and fun suite of programs for children from Pre K to 3rd grade and their caregivers in the Bronx community at the Museum's new site to open in 2020 and through ongoing visits to schools and community-based organizations.

The STEAM Program Manager will be responsible for acting as the lead educator in on-site and off-site classroom visits as well as in participation in larger public events with the Museum's mobile bus exhibit, Waters On the Go! This position will be an integral part of the management team and provides an exciting opportunity to help move and integrate these programs from a virtual setting into our museum that will open in 2020.

Responsibilities:

Responsibilities associated with the position include, but are not limited to the following:

Classroom Instruction & Supervising

- Provides museum standard STEAM instruction for Pre-K to 3rd grade students at approximately 25 Bronx Public Schools and at several other sites throughout the year with a team of museum guides and teaching artists
- In partnership with Director of STEAM programming:
 1. Conceptualizes, plans, executes, and assesses:
 - STEAM programs that build on existing museum programs in schools
 - Hands-on experiences at various Bronx community events
 2. Creates Curriculum
 - Ensures lesson plans are in place for each program
 - Stays up-to-date with current Department of Education standards and guidelines
 - Programming should have a focus on the environmental make-up of the Bronx
- Recruits, schedules trainings and supervises program guides
- Helps mold and transitions existing programs/activities into the newly designed Museum in 2020
- Works collaboratively with STEAM Program Director, Arts Program Director, Executive Director, Early Childhood Education Consultant, Teaching Assistants, Museum Guides, Volunteers, Teachers, and Community Residents

Program Management

- Recruits, orients, and maintains relationships with 25 schools for in-school school programs during the school year and with 70 community partners during festival season
- Coordinates with each school to schedule and deliver the following: Introductory meetings, Teacher Training Sessions, Bi-weekly or monthly classroom visits, mobile bus visits, field trips, tours, arts activities, and Exit Interviews
- Orders, collects, transports, distributes and arranges for storage of fun and high quality colorful arts materials to each school or program
- Maintains and completes school binder for each school with profile documenting including introductory meetings, student registration, pre and post Assessments, testimonials, photo releases, monthly classroom visits, number of students and exit interviews, and attendance records
- Documents programs via photos, testimonies, evaluations, assessments, and reports
- Maintains assessment, attendance, and testimonials for each program; analyzes program attendance data; develops and implements quantitative and qualitative evaluations for programs
- Maintains mobile bus exhibit, including but not limited to arranging for repairs and ensuring all documents are up-to-date

Administrative Responsibilities

- Ensures all branding requirements are followed and represent the museum's look and feel
- Maintains STEAM-related museum photos on Google Drive
- Maintains online mailing list gathered from public events in database
- Maintains programming calendar, both internal and external, throughout the year, including educator schedules
- Creates reports for each program with assessment, photos, and testimonials
- As part of the management team, contributes in meaningful ways to the Museum's forward movement and inspire others to follow suit
- Participates in meetings and engages in strategic discussions on ways to move off-site programs to the Museum facility that will house fine arts programs and exhibits
- Attends monthly exhibition meetings with exhibit designers and provides feedback on studio classroom and rotating exhibition space
- Attends Bronx community meetings
- Handles all administrative responsibilities associated with the position in an orderly and timely fashion.
- Other duties as assigned

Qualifications and Requirements:

- B.A. or M.A./M.S. in Science, Education, or a related field
- **Years of Service/Experience:** Minimum of 3 years experience teaching young children either in a formal or informal setting.
- **Program Management:** Proven demonstrated success in program management for all Museum programming, including festivals, school visits, bus visits, museum classes, etc.; ability to manage and provide clear directions to staff for each program; ability to work on multiple projects simultaneously and strong attention to detail; ability to design a high level of lesson plans.
- **Leadership Ability:** Act as a respected and trusted member of the management team, lead with integrity and mutual respect, motivate, and inspire trust and confidence with staff, children, schools and the community the Museum serves.
- **Decision Making:** Ability to perform with discretion and integrity; analytical skills, creative problem solving, and ability to make and implement decisions quickly and soundly.
- **Communications:** Strong interpersonal, written and verbal communication, public speaking and presentation skills.
- **Values & Culture Fit:** Demonstrated passion and commitment to children and families of the Bronx.
- **Work Environment & Logistics:** Ability to work in a virtual office environment, travel to the Bronx and surrounding NYC boroughs for meetings and special events; ability to oversee programs as scheduled including during weekends, holidays, and evenings as needed and transport of necessary materials for programming.
- Experience designing lesson plans
- Bronx native strongly preferred
- Bilingual preferred
- Arts background a plus

To apply, please submit your resume and cover letter to careers@bronxchildrensmuseum.org .

Equal Opportunity Employer

Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

September 2019

Teaching Artist

Bronx Children's Museum – Bronx, NY

The Bronx Children's Museum seeks Teaching Artists to lead in-school and after-school programs in music, dance, and fine art. Drawing on your knowledge, experience, ability and expertise, Teaching Artists will provide art instruction to children in surrounding our yearly theme, program objectives, and goals. Teaching Artists are responsible for creating and submitting a curriculum and lesson plan that meets the specific programs objectives 4 weeks prior to the program term. In addition, to the following requirements you will be asked to attend special events or field trips.

Qualifications:

- BFA from an accredited college within your field of expertise. (MFA Preferred)
- 3+ years teaching children K-5th grade within your field of specialty
- Must have experience working with families, children, and communities
- Spanish Bilingual preferred
- Connection and familiarity to the Bronx a plus
- Able to travel to community sites throughout Bronx

Responsibilities:

- Attend all orientations and supervise 20-25 students in your area of expertise
- Arrive a half-hour before the program is scheduled to set-up and have group meetings.
- Lead and create a final performance with the children for parents and caregivers.
- Submit a lesson plans correlating with the programs overarching theme and objectives.
- Preparing/cleaning-up each class, submitting a supply order to BxCM, maintaining condition of equipment, and giving parents feedback during pick up.
- Lead discussions with children exploring the theme and integrating literacy activities and vocabulary each day.
- Lead children in lesson plans, journaling, and writing to describe their experience in the program.
- Conducting an assessment system, monitoring each child's progress, and collecting testimonials from children and staff before the end of the program.
- Documenting the class with photos and submitting 10-15 good quality photos of your project. The testimonials and photos must be received for final payment.
- Engage the families of the students by sharing each family's diverse culture and traditions as it relates to your field of specialization.
- Working collaboratively with the school or organizational staff to ensure successful workshops.

Please submit a resume, cover letter, and five work samples to Careers@bronxchildrensmuseum.org.

Samples should be labeled in the following format: Last Name, First Name Title Year

Equal Opportunity Employer Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.