



BROOKLYN CHILDREN'S MUSEUM
JOB DESCRIPTION

POSITION/TITLE:	Manager, Public Programs
STATUS:	Non-Union, Exempt
SALARY:	\$40,000 to \$45,000, depending on skills and experience
DEPARTMENT:	Visitor Experience
SUPERVISOR:	Director, Visitor Experience

BACKGROUND

Brooklyn Children's Museum, 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

Reporting to the Director of Visitor Experience and working with the Education and Exhibits departments, the Public Programs Manager will oversee the conceptualization, scheduling, and implementation of daily public programs and seasonal cultural festivals for children aged 0-8 and their families. Brooklyn Children's Museum programs have an interdisciplinary focus on the arts, culture and science, and are grounded in the Museum's 30,000-object collection of items, many of them deaccessioned objects from Brooklyn Museum.

Programs goals include:

- Increasing visitorship and expanding audiences, with a particular focus on engaging families in the Museum's Central Brooklyn and the broader Brooklyn community;
- Creating deeper, interdisciplinary arts, culture and science programs grounded in the Museum's exhibits and collection;
- Reflecting the diverse cultures of Brooklyn; and,
- Broadening intergenerational learning opportunities for children and caregivers in the Museum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create public programs to increase traffic, engage audiences, and expand learning opportunities for visitors.
- Develop relationships with community organizations, artists, and educators to deliver ticketed and free programs in and outside the Museum.
- Work with the Education, Exhibits and Visitor Services team to build systems that support public programs.
- Train, schedule, manage, and evaluate educators and other staff to lead programs and workshops.
- Support and coordinate offsite outreach work for the Museum, including providing coverage on Wednesdays at the Museum's SPARK location in Brooklyn Bridge Park.
- Collect and analyze attendance data to understand visitors, evaluate programs, and determine directions.
- Oversee program preparation, including scheduling artists and educators, and coordinating supply orders.

- Working with the Communications Manager, create visitor-facing communications, including listings and schedules for programs, and contribute to press and social media to promote public programs.
- Manage and direct day-of operations for all public programs, including operational support for events and programs. This job works a Wednesday-Sunday schedule, 9am to 5pm.
- Develop, interpret, and implement documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Perform other duties as assigned.

QUALIFICATIONS/SKILLS REQUIREMENTS

- A Bachelor’s Degree in Education, Museum Studies, Art, or other liberal arts field connected to the Museum’s collection and work. Master’s Degree in one of these fields preferred.
- Creativity and passion for creating joyful learning and cultural experiences.
- An outgoing, positive personality and ability to connect with people of many backgrounds.
- Knowledge of and genuine interest in museum education and the history and cultures of Brooklyn.
- Experience planning events and programs for family audiences, and understanding of the needs of families with young children.
- Visitor service and/or customer service experience in high-volume attraction/environment preferred.
- Excellent communication skills and ability to present information in one-on-one and small group situations to visitors and staff.
- Knowledge of database, scheduling, and Microsoft Office applications.
- Ability to make quick decisions and adapt to changing environments.
- Ability to speak fluently and write in a second language preferred.
- Ability to stand and/or move for extended periods of time, inside and outside of the building.
- Ability and willingness to lift up to 20 lbs.

SCHEDULE

- This role supports the Museum Wednesday through Sunday, and requires weekend work.
- On Wednesdays, the Manager will be located at our SPARK location in the North corner of Brooklyn Bridge Park.
- The Manager will work at 145 Brooklyn Avenue in Crown Heights on Thursday through Sunday.

GENERAL INFORMATION

- This is a salaried, full-time position with benefits. Brooklyn Children’s Museum offers excellent benefits through City of New York plans.

HOW TO 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.
- Please indicate where you saw the job posting (www.idealists.org, www.nyfa.org, etc.)

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.