

Assistant Program Manager Position Description

Position Title:	Assistant Program Manager
Reports To:	Program Manager
Status:	Full-time, non-exempt, at-will, regular
Desired Start Date:	February 6th, 2019
Schedule:	Wednesday-Sunday 9am-5pm
Compensation:	\$20/hr, 37.5 hours/week, medical benefits

Organizational Description:

The Children's Creativity Museum is a hands-on, multimedia arts and technology experience designed to build creative confidence. Our mission is to nurture creativity and collaboration in all children and families. We believe that creative expression, innovation and critical thinking are core to fostering the next generation.

Position Description:

The Assistant Program Manager assists the Program Manager in the management of museum operations and public programs. The Assistant Program Manager assesses and fulfills staffing needs while functioning as a Floor Coordinator and Team Leader to Floor Staff.

Responsibilities:

- Floor Coordinate Wednesday-Friday; be Floor Manager Saturday & Sunday
- Serve as Supervisor for part-time weekend Educators
- Assess and secure staffing needs by coordinating with staff/Interns/Volunteers, managing staffing calendars, building daily floor schedules, and scheduling On-Call Educators as-needed
- Oversee daily operations on the museum floor by checking in on visitors, staff, and exhibits spaces throughout the day; support the weekend Floor Coordinator in upholding quality visitor experiences
- Facilitate morning and end of day meetings Wednesday - Friday and when needed on weekends; oversee opening, closing and incident reporting procedures
- Represent the museum at external events; facilitate and coordinate special outreach workshops as assigned
- Lead and participate in professional development trainings for Interns, Volunteers, and Educators to run field trips, exhibit spaces, workshops, special programming, and to expound upon CCM's educational philosophy
- Collaborate with Program Manager to ensure quality and documentation of outreach events and workshops to streamline floor operations and processes, assure the quality of weekend outreach events and workshops
- Assist the Program Manager with the Planning and Coordinating of the Education Internship
- Mentor Education Interns
- Work with Educators, Interns and Volunteers during General Admission hours to teach basic, intermediate and advanced art and technology skills to youth and families
- Prepare, maintain and troubleshoot equipment and supplies in the exhibit/production areas; identify and report status of exhibits and supplies
- Participate in regular staff meetings, Education Team Meetings, and Mentor Mastermind Meetings
- Other related duties as assigned

Minimum Qualifications

- Bachelor's degree required, Master's degree preferred
- Minimum 3 years experience as a teacher, trainer, tutor or other facilitator, ideally in an informal learning environment
- Minimum of 1 year experience recruiting, training, and supervising, and evaluating staff
- Excellent organization skills and ability to manage multiple projects
- Exceptional interpersonal, written, and oral communication skills
- Outgoing, self-motivated, and creative problem-solver
- Strong computer skills on both Macs and PCs, working knowledge and/or the ability to learn new software and communicate its uses to students and Educators
- Comfort working with technology

- Involvement and/or interest in art, education, and the community of San Francisco
- Willingness and ability to work weekends and some evenings
- Knowledge of Spanish, Tagalog, Mandarin, or Cantonese preferred

Knowledge, Skills and Abilities:

The ideal candidate will possess all of the above minimum qualifications, as well as:

- ability to bring creativity and flexibility to problem-solving
- dedication to working in a non-profit, educational, arts environment for youth
- enthusiastic and fun
- team player
- highly self-directed
- deadline-oriented
- forward thinking
- detail-oriented
- ability to work effectively in an open-office environment

Compensation:

CCM offers a competitive salary commensurate with experience and skills, a creative and collaborative work environment, and a generous benefits package including medical, dental, long-term disability, AD&D and life insurance, as well as a voluntary 403(b) retirement savings plan.

The successful candidate must be able to interact in relevant, professional ways with persons from diverse backgrounds and/or with different learning styles. *CCM is an equal opportunity employer committed to diversity at all levels.*

Application Process: Please email your cover letter and resume to education@creativity.org with the following subject line: (Your First & Last Name - Assistant Program Manager Position)