



Role Description:
Reports to:

Hub Manager
Museum Director

The Hub@KidsPlay is both a physical space within KidsPlay’s facility and a program initiative that enriches and enhances opportunities for children and their families through partnership with community stakeholders. The Hub convenes partners with skills and resources that support the collective success of children and families.

Essential Function

Under the guidance of the Museum Director, the Hub Manager’s primary responsibility is carrying out KidsPlay’s comprehensive community engagement initiative. The Hub Manager will manage and grow the collaborations with organizational and individual stakeholders and provide backbone support for the activities of the initiative.

Essential Duties

- Together with the Steering Committee, create and implement an operational plan.
- Coordinate facility/physical infrastructure needs with the Museum’s Operations Manager and Facilities Manager.
- Schedule, coordinate, and document meetings of the Hub’s Steering Committee, Project Team, and various focus groups of target demographics.
- Attend meetings of potential stakeholders and collaborators.
- Maintain the program initiative’s core documents.
- Gather and organize data.
- Manage and promote the Hub’s calendar of activities.
- Staff the Resource Library as needed.
- Demonstrate support of the Museum’s mission, management, and Board of Directors.
- Perform any other required duties as requested by the Museum Director.
- Keep confidential the business functions of the Museum including, but not limited to, customer information, employee issues, etc.

Required knowledge, skills, and abilities

The Hub Manager:

- Displays a friendly, welcoming manner.
- Is energetic, enthusiastic, well-organized, and creative.
- Demonstrates strong leadership skills, including the ability to gracefully work with varied personalities and constituencies to accomplish goals.
- Has patience and understanding for every person that is encountered.
- Is flexible and adaptable to the changes that will occur in the position.
- Demonstrates well-developed computer skills. Able to learn and use:
 - GSuite (Gmail, Docs, Drive, Sheets, Calendar, Photos)
 - Altru
 - Zoom
 - Project management software.

- Communicates effectively in writing, by telephone, and in person.
- Is organized, honest, and works well with others.
- Maintains a clean work area.

Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Museum, nonprofit, or school experience preferred.
- Experience overseeing community partnerships preferred.
- Spanish fluency is strongly preferred.
- Project management experience preferred.
- Successful results on a criminal and sexual abuse background screening.

Physical Demands

- Considerable standing, walking, stooping, and stair climbing.
- The ability to hear, understand, and distinguish speech and/or other sounds (e.g., alarms).
- Clarity of vision at approximately 20 inches or less (i.e., use of computers), at 20 feet or more (the ability to recognize features of a person or object), and peripheral vision.
- The ability to assist caregivers during building evacuation.
- Some lifting of more than 20 lbs., bending, and stretching overhead is required.
- Potential exposure to paints, glues, and solvents.
- Outdoor activities may expose this position to extremes in temperature and inclement weather.

Schedule expectations

Full-time position of 40 hours per week. This position is required to start early or end late and/or may include weekend activities.

Compensation and Benefits

- Salary: \$55,000
- 10 Days of Time Off Benefit
- 6 Days of Health Management Leave
- 5 Paid Holidays: Thanksgiving, Christmas, or Hanukkah plus 3 floating holidays.

Application Process

Please submit an application via kidsplaymuseum.org

Please be prepared to submit

- Cover Letter with an expression of interest
- Resume
- Three letters of professional reference with contact information

Phone inquiries, mail, or in-person submissions will not be accepted.

KidsPlay Children's Museum, Inc. is an Equal Opportunity Employer and a Drug-Free Workplace.