JOB OPENING ANNOUNCEMENT

For more than 30 years, the Children’s Museum of Pittsburgh has provided “innovative museum experiences that inspire joy, creativity and curiosity”. Through high quality exhibits and programs, we provide opportunities to the region’s children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

Job Title: Labs Manager  
Date: January 13, 2020  
Status: Full-time, Exempt, Salaried  
Reports to: Associate Director of Art and Making

Position Summary

The Labs Manager is responsible for the creation and implementation of high quality museum experiences and programs in MuseumLab. The Labs Manager is both an administrator and a facilitator/educator who with the MuseumLab staff develops and supports innovative programs that leverage the experimental nature of the Labs, our partners, the larger community, and the visitors to Museum Lab.

Position Qualifications

• Two or more years of documentable education or work experience in an appropriate, related field (e.g. fine art, industrial design, vocational training, interactive media, theatrical arts, etc.) required.  
• Bachelor’s degree or equivalent required.  
• Two or more years of supervisory experience required.  
• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  
• FBI Criminal History (with fingerprints), PA Child Abuse (Act 33) and PA Criminal (Act 34) clearances are required.

Position Duties

• Administration of the three Labs for visitors, youth, and organized groups to grow the Labs as a vibrant, integral and essential element of the Museum experience.  
• Identifies and addresses Labs’ staff needs, including interviewing and hiring, training, daily management, ongoing development, and scheduling of the Teaching Artists, interns, and volunteers.  
• Manages the Labs team to achieve strategic goals in an efficient and caring manner by providing daily schedules for staff responsibilities.  
• Creates Lab experiences that reflect and tap the expertise of internal and visiting artists, makers and digital artists, and activates the Labs with changing, exciting experiences.  
• Works with the Director of Education, Finance, and Development Departments to develop budgets related to Museum Lab programs.  
• Monitors all use of and activity within the Labs, including providing feedback and input on use of the space during rentals or after-hours.  
• Monitors documentation, reflection, and marketing efforts related to MuseumLab.  
• Coordinates with the MAKESHOP and Art Studio Managers to cross train staff for maximum flexibility of scheduling.  
• Collaborates collegially with other teams and departments including the design and implementation of professional development and cross-departmental programs.  
• Serves as the main representative and consultant for MuseumLab with in the Museum Campus, with our partners and for the community.

If you are interested in applying for this position, please complete our online application found at: https://pittsburghkids.org/job/jobs. In addition, please submit a resume and cover letter. Please follow the instructions on the application site. Thank you for your interest.