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 Coordinator
Date: March 4th, 2020
Status: Full-time, Non-Exempt, Hourly
Reports to: Labs Manager

Position Summary
The Labs Coordinator oversees and provides administrative support for high quality Museum experiences and programs in MuseumLab in Make Lab, Studio Lab, and Tech Lab through the development and facilitation of creative making, art, and tech experiences with children, families, visitors, and partners across the Children’s Museum of Pittsburgh campus (with a focus on MuseumLab) and off-site.

Position Qualifications
- Bachelor’s degree or equivalent required. Documentation of independent or graduate-level work in an art or maker-related field (e.g. education, interactive media, industrial design, fine art, arts administration, etc.) strongly preferred. May substitute relevant experience for educational background;
- Personal interest in making and the arts required;
- Administrative experience (e.g., record keeping, project management, staff supervision) required;
- Experience working with children and/or families in informal learning environments strongly preferred;
- Experience working with children and/or families in design or art contexts preferred;
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily;
- FBI Criminal History (with fingerprints), PA Child Abuse History (Act 33) and PA Criminal History (Act 34) clearances are required.

Position Duties
- Oversees material purchasing and storage as necessary to support both ongoing and special programs;
- Upkeeps the physical exhibit spaces, creating a safe, welcoming, inspiring environment that supports intergenerational hands-on experience with “real stuff”;
- Leads conversations and team-based decision making around upcoming programs, including creating the descriptions and images required for marketing purposes (e.g., Instagram, email blasts, web calendar, etc.) This includes working with other departments and MuseumLab partners to coordinate and work with Guests Artists, Makers, and Technologists;
- Supervises staff as needed, including delegation of tasks, communication of information, and general expectation setting of norms and expectations, particularly during absence of the Manager;
- Collaborates with MuseumLab Educational team to develop hands-on engaging experiences across the Labs. This includes general family visits, group/class visits, and teacher/professional development workshops on and off site.

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.

EOE Our Employees are aware of this ad. M/F/V/D