



steam-powered discovery SINCE 1893

Job Title: Gallery Manager

Reports to: Deputy Director

Hours and Term: Full Time, Non-Exempt

Start Date: October 28, 2024

Compensation: \$51,000-\$55,000

Travel: Less than 10%

Benefits: Flexible PTO, SIMPLE IRA with 3% employer match, monthly telecommunications reimbursement

Summary:

The Powerhouse is Southwest Colorado's STEAM engine empowering curious young learners through interactive experiences, discovery, and play. The Powerhouse gallery is a vibrant community destination, filled with hands-on exhibits and outstanding guest interactions. We are seeking an enthusiastic and dedicated individual to join our team, helping to elevate our gallery and continue to enhance the visitor experience.

The Gallery Manager is responsible for overseeing the day-to-day operations and strategic direction of the gallery. Working closely with the Deputy Director, the manager sets goals, trains and supervises staff, and ensures excellent visitor experiences. Key duties include managing staff schedules, birthday party bookings, gift shop inventory management, volunteer coordination, and maintaining gallery exhibits. The role also involves coordinating special events, maintaining the facility's safety and cleanliness, and supporting educational programming. Additionally, the Gallery Manager manages volunteers and interns, contributes to reporting and financial accountability, and supports general staff duties.

General Gallery

- Assisting in Overall Gallery Strategy
- Manage Gallery Staff
- Birthday Parties Bookings
- Gift Shop and Snacks
- Financial Accountability
- Gallery Volunteer Program
- Data Management and Reporting
- Maintain Calendar of Gallery Use
- Visitor Reporting
- Staffing Front Desk as needed (anticipated to be less than 15% of the time)

Visitor Experience

- Intern Program Management

- Exhibit Rotation and Maintenance Management
- Exhibit Repairs
- Special Event Day Goals and Oversight
- Public Experiments and Demonstrations
- Signage
- Appearance, Cleanliness, and Order in the Museum

Facility Management

- Environment and Code Compliance
- Monitor Facility Systems (HVAC, light bulbs, outlets)
- Maintain Cleanliness of Shared Spaces
- Lawn and Plant Care
- Manage Contracted Services
- Ensure Gallery Supplies are Stocked
- Supervise Facilities Manager

General Staff Expectations

- Attend Staff Meetings
- Contribute Media
- Support fundraising and membership initiatives
- Respond to Emails including Organizational Accounts
- Participate in Budget Process
- Other duties as assigned

Requirements:

- Bachelor's Degree
- Commitment to informal learning and the role museums play in enriching children's lives
- Demonstrated management and team leadership capabilities
- Strong customer service skills
- Proficiency in using data management and scheduling tools (e.g., Google Workspace, CRM systems)
- Experience in staff training, scheduling, and performance evaluations
- Excellent communication and interpersonal skills for effective staff management and visitor engagement
- Strong organizational and multitasking skills, with the ability to manage multiple projects and priorities simultaneously
- Flexibility to work some weekends, evenings, and holidays as needed

Email resume and cover letter to sydney@powsci.org. Priority consideration will be given to applications received by October 1, 2024. Application will stay open until filled.