



Overview:

The Powerhouse is Southwest Colorado's STEAM engine, empowering curious young learners through interactive experiences, discovery, and play. Launched as the Children's Museum of Durango in 1994 in a small attic space above the Durango Arts Center, the museum expanded to its current riverfront location and has welcomed 300,000 visitors since its opening in 2011.

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 experience and continue to enhance the visitor experience.

Job Title: Gallery Manager

Reports to: Deputy Director

Hours and Term: Full-time, non-exempt

Start Date: December 1, 2025

Compensation: \$50,000-\$55,000

Travel: Less than 10%

Benefits: Flexible PTO, ICHRA health plan insurance plan, SIMPLE IRA with 3% employer match, monthly phone reimbursement

Roles and Responsibilities:

The Gallery Manager is responsible for overseeing the day-to-day operations of the museum gallery. Working closely with the Deputy Director, the Manager sets goals, trains and supervises staff and volunteers, and ensures excellent visitor experiences. Key duties include managing staff schedules, birthday party bookings, gift shop inventory management, and ensuring gallery exhibits are in good working order. The role also involves coordinating special events, maintaining the facility's safety and cleanliness, and supporting educational programming.

Gallery Operations

- Support the implementation of department goals and priorities
- Maintain calendar of gallery events, including Powerhouse programs, rentals, and field trips
- Hire, schedule, and manage gallery staff
- Coordinate museum volunteers
- Manage birthday party bookings
- Maintain inventory for gift shop items, snacks, and gallery supplies
- Maintain systems for tracking and reporting gallery admissions and member visits
- Staff the Front Desk as needed (less than 20% of overall responsibilities)

Visitor Experience

- Model excellent customer service in interactions with museum guests
- Develop and manage gallery programs, including seasonal activities, enrichment programs, member events, and community activities
- Manage exhibit rotation and maintenance

- Lead the middle and high school intern program
- Coordinate development and delivery of public experiments and demonstrations
- Set and maintain expectations for appearance, cleanliness, and order in the museum

Additional duties include:

- Maintain a safe environment for visitors and staff
- Maintain security of The Powerhouse
- Ensure that shared workspaces remain clean and presentable
- Repair minor problems and report non-minor problems to person responsible for maintenance
- Attend regular staff and department meetings
- 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, including experience in staff training, scheduling, and performance evaluations
- Proficiency in using data management and scheduling tools (Google Workspace, CRM systems)
- Excellent communication and interpersonal skills
- Strong organizational and multitasking skills, with the ability to manage multiple projects and priorities simultaneously
- Flexibility to work occasional 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 24, 2025. Application open until filled.