

Museum of Discovery

Tinkering Studio Manager

Job Description



Job Summary: The Tinkering Studio Manager oversees the daily operation of the Tinkering Studio exhibit area including staff training and schedules, supply management, budget and developing programs and activities for the tinkering space, throughout the museum and off-site.

Department: The Discovery Network

Reports to: Discovery Network Associate Director

Education: Bachelor's Degree, in education or one of the STEAM disciplines preferred. Must have experience with the manipulation of tools and materials in unconventional and creative ways.

Workplace Values:

We are looking for employees who exemplify our company values:

- *Imagination* – We are dedicated to providing an experience that fosters imagination and ignites passion.
- *Growth* – We are passionate about training our employees and recognizing the uniqueness of everyone.
- *Neighborly* – We strive for positive relationships, where everyone does their part to make them successful.
- *Integrity* – We adhere to the highest moral and ethical standards in all that we say and do.
- *Teamwork* – We are a diverse but unified team, working together to achieve excellence in all that we do.
- *Embracing Change* – We are always open to new ways to improve employee engagement.

Special Skills and Personal Attributes:

- Demonstrate expertise and proficiency in a variety of tinkering techniques, including, but not limited to, painting/illustration, sculpting, woodworking, electronics, textiles, and/or coding
- Strong organizational skills, high degree of initiative, able to problem solve effectively under pressure
- Demonstrated success in guest engagement and customer service
- Strong verbal communication skills with emphasis on interacting with diverse audiences in an engaging and compelling fashion
- Demonstrate curiosity and passion for learning, with an excitement for new challenges
- Energetic, dependable, and patient; enjoy working with children and adults
- Ability to balance shifting priorities in a dynamic, fast paced, and ever-changing environment
- Excellent team player with positive attitude, ability to collaborate effectively

Job Responsibilities:

- Oversee the daily operation of the Tinkering Studio exhibit area including activity rotations, supply management, and facilitation techniques.
- Develop a long-term comprehensive plan that is in alignment with the goals and objectives of the Tinkering Studio and the Discovery Network.
- Implement playful, engaging, and innovative tinkering experiences for a variety of learning styles, ages, and diverse backgrounds.
- Ensure guest safety and always maintains a safe environment.
- Manage the Tinkering Studio supply inventory and keep storage areas neat and orderly.
- Supervise part-time Tinkering Studio staff and develop schedules, training, and protocol.
- Seek outside resources to stay current on trends in making and tinkering nationwide.

- Secure and foster collaborative relationships within the Arkansas and National maker community.
- Manage Tinkering Studio budget, financial reports and develop revenue generating programs.
- Work with Discovery Network Associate Director to identify topics and implement Network-hosted professional development workshops.
- Maintain calendar, schedule and make travel arrangements as needed.
- Compile monthly attendance reports and submit by the assigned due date.
- Collect evaluations and other items necessary as required by various grantors; ensures documents are accessible in the Museum's shared drive.
- Help with Museum, Network or member events, as needed.
- Assist in training volunteers and educators.
- Provide assistance on other assignments as requested by the Discovery Network Director and/or Chief Executive Officer.

Please send your resume, a cover letter and three references to bkugler@museumofdiscovery.org or by mail to: **(no phone calls please)**

Brittney Kugler

Museum of Discovery

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