



**Job Title: Prop Shop Manager**

**Reports To: Director of Education**

**Supervises: Teaching Artists/Visitor Experience Associates working in The Prop Shop**

**Details: Full-time position (hiring range \$26,000–\$30,000 annually plus benefits),**

**Nonexempt, Tuesday – Saturday schedule with some evenings and holidays**

**ABOUT THE MUSEUMS**

SciWorks was founded by the Junior League of Winston-Salem in 1964 as a 501(c)(3) corporation that promotes scientific literacy, lifelong learning, and an appreciation of the sciences through innovative educational and recreational experiences. The Children's Museum of Winston-Salem was founded by the Junior League of Winston-Salem and opened its doors as a separate 501(c)(3) nonprofit on November 20, 2004. The Museum is the community's destination to play and learn by experiencing literature, storytelling, and the arts. After a year of conversation, the two museums merged effective July 1, 2016 and will begin looking at a possible new location. Currently, the two museums operate in separate buildings with a combined 95,000 square feet, 194,000 annual visitors and more than 2,000 members. The new mission of the combined museum is: Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. As a merged entity, we look forward to expanding our museum's commitment to developing exhibits and programming that combine the best features of both – fusing STEM (science, technology, engineering, and math), literacy, and arts education into an integrated approach to learning. We want to help prepare early learners for school and spark all children's imaginations and their desire to learn more.

**Position Summary:** The Prop Shop Manager has the opportunity to take ownership over the Museum's first living exhibit, The Prop Shop, which focuses on maker-minded processes within theatrical production. The Prop Shop is an open-ended maker space/exhibit which will house tools, materials, equipment, and interactives which will allow guests to engage with the vast applications of costumes, stage properties, scenery, lighting, sound, make up, puppetry, and other storytelling production methods. This position is primarily responsible for integrating and managing maker experiences and programs on both campuses. The Prop Shop Manager is a facilitator/educator who works with Teaching Artists and Visitor Experience Associates to develop, plan, and lead creative making experiences with children, families, and other Museum audiences. Acting as the administrative support for The Prop Shop, this primarily includes the management of staff, coordination of project budgets, maintenance of The Prop Shop exhibit, oversight of documentation and reflection, and guidance in marketing efforts involving The Prop Shop. In addition, this position serves as the main representative and consultant for maker culture within the Museum and the community. This includes serving as a resource to other departments and organizations that are interested in implementing making experiences.

**Primary Duties and Responsibilities:**

- Oversees the development of facilitated and unfacilitated maker activities/programs for general Museum visitors and groups including school, youth, and community-based programs.
- Leads/oversees the facilitation of maker activities and programs.
- Coordinates with Peppercorn Theatre to develop relevant programming that engage/include visitor/audience volunteers.
- Creates educational content focused on making experiences.
- Provides an environment that encourages a mood in the Museum that is playful, spontaneous, and fun which focuses on exploration and experimentation.
- Understands and stays current with exhibit and programming initiatives and communicates that information to others in a timely and appropriate manner.
- Trains and manages Teaching Artists/Visitor Experience Associates, interns, and volunteers

working in The Prop Shop.

- Works closely with Peppercorn Theatre staff to create and lead maker activities with a storytelling focus, including but not limited to props, costumes, scripts, puppets, scenery, lighting, and sound.
- Builds relationships with local artists and theater professionals and volunteers to contribute to maker activities, inspiration, and volunteering.
- Assists with research, development, preparation, and monitoring of grants to support maker-related programs and projects.
- Creates and reviews monthly, weekly, and daily schedules for The Prop Shop staff.
- Creates, implements, and maintains training and professional development opportunities for The Prop Shop and Museum Education staff.
- Manages any problems that occur on the Museum floor, i.e. broken exhibits, disgruntled visitors, child injury, etc.
- Participates in all staff meetings where management decisions are made.
- Assists in marketing and advertising campaigns with the Marketing Department to promote The Prop Shop and other related programs.
- Serves as The Prop Shop representative to the wider community through consultations, presentations, conferences, etc.
- Oversees the inventory, purchasing, and preparation of supplies and materials for The Prop Shop.
- Monitors the need for repairs or maintenance for the exhibit.
- Follows appropriate safety and security procedures and uses equipment and materials properly.

#### **Knowledge, Skills, Ability:**

- This position requires experience and interest in working with children and families, a history of participation in making/creative arts, teamwork, and administrative organizational skills.
- Working knowledge of/ability to communicate and assist visitors in theatrical production and storytelling, iterative design and art-making process, and the use of diverse materials and tools for making.
- Experience working with children and/or families with diverse needs and backgrounds in formal and/or informal learning environments.
- Administrative experience (record keeping, project/personnel management) preferred.
- Ability to communicate with the public including Museum guests, teachers, parents/caregivers, and donors, in a courteous and professional manner.
- Problem solving and conflict resolution.
- Ability to work independently in cooperation with the Director of Education.
- Communicate effectively with all Museum departments.
- Ability to speak Spanish preferable, but not required.
- Confidentiality, professionalism, patience, and flexibility.
- Must be available to work some evenings, weekends, and holidays as needed.

#### **Qualifications:**

*Education:* Bachelor's degree in appropriate field (e.g. fine art, engineering, education, design, industrial design, interactive media design, theater etc.) preferred.

*Experience:* Must have 1-3 years experience in an educational setting working with children birth through 8. Previous experience in a museum or other non-profit and experience with the NC Standard Course of Study a plus.

#### **Essential Physical Functions:**

On any given day, may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting, pulling or sitting on the floor. Must have the ability to obtain CPR and First Aid certifications.

**All applicants must submit to a drug test and criminal background check as part of the pre-employment process for the Children's Museum of Winston-Salem/SciWorks.**

To apply, please submit a resume (theatrical and/or work) and a Museum application to [csimonson@childrensmuseumofws.org](mailto:csimonson@childrensmuseumofws.org).