

Glazer Children's Museum

JOB DESCRIPTION

PLAY MANAGER

Position Summary:

The primary function of the Play Manager will be to translate the DREAM curriculum and partner relationships into innovative programming and guest engagement on the exhibit floor of the Glazer Children's Museum. This person will be responsible for the creation, outlining and implementing of educational programs and daily routines. Ensures that the floor (exhibits and staff) are set for a clean, fun and safe experience.

It is an exciting time to join the Glazer Children's Museum. With the leadership and vision of a new President and CEO, the museum is entering a new chapter in its growth, both as a local and national leader. Recently named Tampa Bay Business Journal's Non-Profit of the Year, the Museum is positioned as a key and sound investment in the future of the Tampa Bay region. Our vision and mission must be a deeply felt ethos, not a sales pitch. With an eye on an exciting and ever-changing experience, the Play Manager will be impacting the long-term future of the museum through the lens of CLEAN, SAFE & FUN.

This is a full time, non-exempt position reporting to the Director of Play or his/her designee.

Essential Functions:

- Cooperatively hire, train, supervise, coach, and mentor Playologist team.
- Create, implement, and ensure consistent quality of programs and experiences that direct play as a learning tool.
- Ensures programmatic content is educational and is in alignment with age-appropriate state educational standards whenever possible.
- Oversee daily operation of the floor, ensuring proper opening and closing, and programmatic delivery are carried out per the direction of the Director.
- Cooperatively provide training, task direction, and administration to museum volunteers on the floor, with special events, and on exhibit related projects.
- Oversee exhibit upkeep, communicating constantly with operations and guest services.
- Manage sourcing, testing, ordering and back stock of exhibit materials and ensure behind the house areas are organized and stocked.

- Conduct multiple daily walkthroughs of museum floor assessing cleanliness, quality, and safety.
- Provide excellent guest service and engagement as an example for Playologists to emulate.
- Participate in the evaluation of program performance and delivery.
- Provide programs changes and enhancements based on feedback, survey data, and evaluations.
- Responsible for the completion of and monitoring adherence to daily Playologist schedules.
- Plan and direct upkeep/cleaning activities within exhibit spaces and behind the scenes in conjunction with the Playologist and Environmental team.
- Send out formatted weekly updates to staff with new policies, procedures, and other department information, communicating both within and outside of department.
- Research and prototype new interactives with educational focus for exhibit spaces.
- Other duties as required.

Qualifications:

- A passion for the vision, mission and values of the Glazer Children's Museum
- Bachelor's Degree required.
- 3-5 years' experience in comprehensive educational program planning in an educational setting, particularly with a strong emphasis on early childhood education.
- Work in informal education is a plus.
- Proven leadership abilities in a fast-paced environment.
- Strong organization, oral and written communication skills
- Ability to work effectively as both a team leader and mentor.
- Demonstrated ability in providing high-quality customer service in a fast-paced environment.

Work Situations

- Communication - The ability to relate to people in situations involving more than giving and receiving instructions
- Direction, Control and Planning - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions
- Feelings or Ideas - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination

- Influencing - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate
- Measurable or Verifiable Criteria - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data
- Performing Under Stress - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting
- Repetitive, Continuous - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature
- Sensory or Judgmental Criteria - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations
- Set Limits, Tolerances, or Standards - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job
- Variety and Change – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor

Physical Demands

- Light Work - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- Balancing - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces
- Carrying - Supporting the weight of an object with hands and arms and moving from one place to another
- Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms
- Crouching - Bending the body downward and forward by bending legs and spine.
- Fingering - Picking, pinching, or otherwise working with fingers
- Eye-Hand-Foot Coordination - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- Handling - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands

- Hearing - Perceiving the nature, intent or meaning of sounds
- Kneeling - Bending legs at the knee to come to a rest on knee or knees
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position
- Pulling - Exerting a force so as to move an object toward the individual.
- Pushing - Using upper extremities to press against something with steady force in order to move forward, downward, or outward
- Reaching - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects
- Sitting - To rest the body upright supported by the buttocks and thighs.
- Standing - To be upright supported by the buttocks and thighs
- Talking - Expressing or exchanging ideas by means of the spoken word.
- Walking - Moving about on foot to accomplish tasks
- Seeing - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less
 - (b) Clarity of vision at 20 feet or more
 - (c) The ability to judge distance and space relationships
 - (d) The ability to identify and distinguish colors

Other Requirements

- Will require schedule flexibility
- Will require ability to drive to appointments
- Will require occasional evening or weekend work, indoor or outdoor
- Valid State Driver's License

Supervision/Contacts

- Receives supervision from Chief Development Officer and at times, directly from the President and CEO.
- Frequent contact with Board members, Development Committee, Development Committee Chair
- Daily contact with Museum donors, employees, volunteers, visitors and management: occasional contact with outside vendors.

Environment

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

Tools and Equipment Used

- Point of sale system, donor management software, personal computer, shuttle PC's, fax machine, A/V equipment, telephone & system, printers, copier, postage machine, museum alarm system & lighting controls and automobile.

I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice. I understand that the Glazer Children's Museum is an equal opportunity employer.

Signature

Date