

Sugar Hill Children's Museum of Art & Storytelling
Position Description: Administrative Manager

ABOUT BHC: Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed seven buildings that provide housing and other services for adults, children and families living in deep poverty; operates an award-winning early childhood center; and provides opportunities for tenants and the wider community to engage with the cultural arts. BHC's most recent project is in the National Historic District of Sugar Hill and includes 124 units of permanent, affordable housing; an early childhood center; and a children's museum of art and storytelling along with other community facilities.

ABOUT SHCMAS: The Sugar Hill Children's Museum of Art & Storytelling is the cultural capstone of BHC's development in Sugar Hill, at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. The Sugar Hill Children's Museum provides young visitors with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families will feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; monthly storytelling series; and other family programs. Acknowledging the significance of art and storytelling in Sugar Hill's history, intergenerational and cross cultural participation will be encouraged.

Summary of Position:

The Administrative Manager will support the Museum Director and senior management in operating and managing systems, procedures and administrative activities of the SHCMAS. The Administrative Manager will be responsible for providing administrative and logistical support primarily focused on business systems and reporting, financial management and vendor contracts. The ideal candidate has a background in office management and administrative operations. This is a full-time, exempt, position, reporting to the Director. Occasional evening and weekend hours are required.

Position Duties and Responsibilities:

- Serve as administrative liaison to BHC in the areas of finance, human resources and other functions.
- Develop and maintain responsive business systems and the process required to support them.
- Support the Director in managing the budgeting process in collaboration with the CFO.
- Serve as liaison between the Museum and BHC on Museum facilities requests.
- Working with the Museum Director and the BHC Finance department, assist in the preparation of financial and operating reports as well as the administration of Museum financial functions.
- Manage proposals and contracts with third parties and vendors, working with appropriate Museum senior staff and BHC General Counsel.
- Administer human resource policies and procedures, in coordination with the BHC HR team.
- Provide administrative support to the Director and Deputy Director as needed, including managing schedules, calendaring, expense reports, communicating directly with external and internal stakeholders as needed.
- Manage office-related functions such as ordering office supplies, processing bills, support business needs, on-boarding new staff, and other management duties as necessary.
- Assist with preparation of presentations, talking points, writing, research; minutes/notes, and other tasks as necessary.
- Provide staff support for meetings of the SHCMAS Board of Trustees including minutes, preparing board materials/packets, and arranging logistics.

- Manage special projects such as staff retreats as necessary.
- Ability to work extended and flexible hours, including occasional late nights and weekends special event assistance.

Skills:

The ideal candidate should have prior administrative experience and excellent oral and written communication skills. The position requires a person who is well organized, detail-oriented, and self-motivated. Knowledge of fiscal management and basic bookkeeping is preferred. Detailed knowledge of computers and facility with applications such as Microsoft Office Suite: Word, Excel, Power Point. Internet navigation/search functions, and calendar and database programs is essential. Knowledge of Squarespace, Eventbrite and Adobe Creative Suite is a plus, but not required. Being multi lingual, and or fluent in Spanish is also a plus. Candidate must have outstanding interpersonal skills, a professional, courteous manner, and be comfortable interacting with SHCMAS and BHC staff and board.

Qualifications:

- Bachelor's Degree or equivalent experience
- Five plus years of related work experience
- Nonprofit and/or arts management experience, plus an interest in the mission and values of the SHCMAS preferred
- Strong interpersonal, phone, and written communication skills
- Strong ability to problem solve
- Excellent organizational skills and follow-through
- Excellent collaboration skills, including the ability to communicate effectively and efficiently with a variety of internal team members and external stakeholders
- Pleasant disposition and comfort collaborating with a wide range of individuals
- Solid computer productivity skills, including Microsoft Office Suite: Word, Excel, Power Point Internet navigation/search functions, and calendar and database programs
- Ability to handle confidential information in a trustworthy and professional manner
- Comfortable working as part of a team in a hard-working, informal, start up organization
- Solid project management and organizational skills
- Comfortable “managing up”, working independently, and taking direction

Salary commensurate with experience. We offer a comprehensive benefits package, including paid time off, health, dental, 403(b) plan, life insurance and disability coverage.

How to Apply:

Please email your cover letter, salary requirements and resume to resumes@bhc.org. Please indicate your last name and “Museum: Administrative Manager” in the subject line. No phone calls please – we will respond to those candidates whose qualifications are best aligned with the components of this job description.

BHC and the Museum are committed to providing equal employment opportunity without regard to race, ethnicity, religion, gender identity, national origin, age, citizenship status, marital status, sexual orientation, veteran status, height, weight, or disability.