



**Sugar Hill Children's Museum of Art & Storytelling**  
**Position Description: Administrative Manager**  
**Posted: June, 2017**

**About the Sugar Hill Children's Museum of Art & Storytelling:**

Located in Upper Manhattan's Sugar Hill historic district and grounded by the glorious legacy of the Harlem Renaissance, the Sugar Hill Children's Museum of Art & Storytelling (SHCMAS), is designed to nurture the curiosity, creative and cognitive development of 3- to 8-year-old children. Intergenerational programs engage children and families with the work of accomplished artists and storytellers, and inspire young visitors to create and share their own work. Exhibition, storytelling and artmaking programs invite children to grow as both author and audience, connect with their community, and establish their own voices.

A year-long artist's residency for emerging visual artists and storytellers encourage creative production, professional development, and community building.

The Museum is a project of the nonprofit community-based organization Broadway Housing Communities, and is the cultural capstone of BHC's most recent initiative, the Sugar Hill Project. With an iconic design by renowned architect David Adjaye, the Sugar Hill Project pairs affordable and supportive housing with early childhood education and access to the arts to generate meaningful, lasting change in a neighborhood challenged by poverty and inequality.

The Museum's education programs serve neighborhood preschools, public, charter and independent schools. A unique partnership with the on-site Sugar Hill Museum Preschool, an early childhood education center serving 138 children from birth to five and their families, serves as a laboratory for innovations in art education and extends the reach and impact of BHC's, and the Museum's, social justice mission.

The Sugar Hill Children's Museum of Art & Storytelling has welcomed more than 25,000 visitors since it opened to the public in October 2015.

**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:**

- 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, PowerPoint, 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, startup 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](mailto: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.