



Empowered children.  
Engaged parents.  
Energized communities.

## Position Description – Operations Manager

Reports to:	Executive Director
Classification:	Full-Time 30-40 hours per week
Schedule:	Monday-Friday with occasional weekend or evening responsibilities
Compensation:	\$17-20/hr
Benefits:	Full-Time benefits include 12 days of vacation, 5 days sick, Health Insurance, short/long term disability, Simple IRA with 3% match

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### Position Summary

The Building for Kids, Inc. is one of the largest and most exciting children’s museums in Wisconsin. As a growing organization that serves over 100,000 visitors each year, we are seeking an Operations Manager to oversee the daily operations of the museum. This newly developed position will be responsible for the day to day operations, managing visitor experience teams and will also assist in supporting special events.

### Primary Job Responsibilities

- Direct oversight of Floor Supervisors, Reservation Coordinator, da Vinci Coordinator, and Innovation Lab Coordinator
- Works with leadership team to develop strategies for organizational growth
- Manages weekly staff schedule
- Serves in rotation as manager on duty
- Secures and schedules volunteers for events
- Purchases supplies
- Oversees new hire orientation and training programs
- Oversees event and field trip logistics

### Desired skills:

- Experience managing and developing a diverse staff
- Prior experience working in an environment full of children and families
- Excellent written and verbal communication skills
- Attention to detail and highly organized
- Basic knowledge of Microsoft office suite
- Ability to lift and carry heavy items

**Application:** Please send a cover letter with resume to [jobs@buildingforkids.org](mailto:jobs@buildingforkids.org)

*The Building for Kids, Inc., is an Equal Opportunity Employer.*

