

## POSITION OVERVIEW

As MICRO's Development and Programs Manager, your skills are perfectly honed to oversee the development of our growing museum fleet.

From project managing fundraising opportunities and tracking conversations to producing materials for MICRO's media, marketing, and communications needs, you are a highly organized Jill, Jack, or Jungle Cat with a flair for complicated spreadsheets and calendars, excellent copywriting skills, and a keen attention to detail.

We're looking for someone personable and articulate; a talented communicator with an evident passion for what MICRO is building.

This position will suit someone with a lot of drive. We're a small team, and you'll be working across lots of tasks. If you're the right candidate, you will have the potential to have flexibility over your hours once you've demonstrated that you can communicate like a master ninja and keep all your swords in the air. You thrive on prioritization!

This position is based in MICRO's NYC office and requires occasional travel. Hours are flexible up to full time. Salary is commensurate with experience.

MICRO's museums are for all kinds of visitors. Our team includes all kinds of people. As we grow, we are excited to build an organization that is welcoming and supportive for people of all races, backgrounds, orientations, religions, and genders. Non-US citizens OK, however MICRO is not able to sponsor visas at this time.



## MICRO

MICRO creates six-foot-tall museums that transform public spaces into interactive learning environments, making world-class museum experiences accessible to all.

We bring together scientists, designers, and storytellers to squeeze a vast, complex world into museums the size of vending machines. Then we replicate the tiny museums and install them in unexpected places like hospital waiting rooms, transit hubs, and the DMV.

## Why MICRO?

Museums are trusted sources of knowledge, but traditional brick and mortar museums are geographically clustered. In NYC, Manhattan has 85 museums. The Bronx has 8. The boroughs have the same population.

The impact museums have is demographically narrow: across America 90% of museum visitors are white, and museum entry is often expensive.

MICRO wants to change that.

MICRO has been called a "storytelling machine." It was awarded the Tribeca Film Institute's 2017 New Media Award, and two Editors' Choice Awards at the World Maker Faire.

**RESPONSIBILITIES**

- Collaborate closely with MICRO team to draft and layout internal and external communications, marketing, and media materials
- Project manage MICRO's development and fundraising opportunities, including: conversation tracking, copywriting, and basic graphic design of development and fundraising materials
- Oversee the project management of the launch of MICRO's Explainer Program in the South Bronx
- Project manage MICRO's internal and external schedules and calendars
- Maintain MICRO's community email lists and grow MICRO's fundraising and online community
- Build on MICRO's existing media relationships and develop new media opportunities for MICRO's museums

**QUALIFICATIONS**

- 2-4 years in development, project management, media and communications, or executive assistance
- Great organizational skills and a proven track record managing systems and working towards long term goals
- Excellent spreadsheet and calendaring skills
- Demonstrated, exceptional written and verbal communication skills
- Proofreading ability
- Familiar with G Suite, Keynote, Adobe Photoshop
- Experience working with small, creative, and distributed teams; startup experience preferred

**PERSONAL ATTRIBUTES**

- Hyper organized
- Detail oriented
- Self-motivated
- Excellent communicator
- Able to adapt quickly within a company experiencing rapid growth
- No ego doer
- Museums? You love them
- Tech-savvy

**BONUS SKILLS**

- Spanish
- Photography and videography
- Adobe Creative Cloud
- Web design and light coding (Java or HTML)

**THE TEAM**

MICRO was founded by a former NASA researcher and a media producer. We have since expanded to also include a novelist, an education, and mechanical engineer, but at MICRO we all wear many hats. We're a small, close-knit team; a curious, eclectic bunch that is excited to bring on new team members in the coming months and years.

**JOIN US!**

Send your resume, cover letter, and links to any portfolio work you think we should see to [apply@micro.ooo](mailto:apply@micro.ooo) using the subtitle Development + Programs Manager: YOUR NAME.

Be sure to mention how you heard about the position!