

MICRO

Operations Project Manager

NYC Based. Contract to hire. Flexible hours - part to full time.

POSITION OVERVIEW

As MICRO's Operations Project Manager, your organizational superpowers will oversee the operations that drive our growing fleet of six-foot-tall museums. You will make sure that MICRO HQ's office and studio space run smoothly.

Spreadsheets? You love them. From ordering and tracking inventory through to balancing budgets and managing MICRO's day-to-day operations, you are a Jill, Jack, or Jungle Cat of all trades who is excited to help build the systems that will support MICRO as we grow.

Do you have a background in a bustling office? Have you worked as a production associate, or overseen projects with lots of moving parts? If you're a hyper-organized, self-motivated doer who loves to streamline processes and wants to work with beautiful museums, Project Manager at MICRO is your dream job.

Hours are flexible up to part or full time. NYC based. 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. MICRO encourages applications from 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.



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RESPONSIBILITIES

- Oversee operations for MICRO's office and studio space: track inventory for museums and office supplies, package collection and mailing, manage project calendars and schedules
- Build budgets for MICRO's internal projects and work with MICRO's bookkeeper to pay invoices
- Light HR: run payroll through Gusto, manage benefits and compliance, and assist the MICRO team with hiring, onboarding, and training
- Work with MICRO's Head of Product to organize the build and fabrication teams
- Run hiring pushes and onboard new employees
- Work with MICRO's team to complete contracts related to museum placements and coordinate with museum venues
- Project manage the launch of MICRO new programming initiatives
- Assist with museum installations
- Run MICRO's public email address and respond to incoming queries

QUALIFICATIONS

- 2-4 years experience in a similar field: office, project, or studio management
- Spreadsheet ninja: GSuite, Excel, Quickbooks
- Great organizational skills and a track record managing systems and working towards long term goals
- Experience coordinating calendars

BONUS SKILLS

- Light HR experience
- Experience working with hardware
- Experience driving small box trucks
- Experience with Photoshop and web design

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

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 using the subject line Operations Project Manager: YOUR NAME.

Be sure to mention how you heard about the position, and whether you're looking for a part or full time role!