



KID Museum Manager of Communications

About KID Museum

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs and community events encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit www.kid-museum.org

Position Overview

The **Manager of Communications** is responsible for implementing a variety of activities and campaigns, with the goal of raising awareness of KID Museum's mission, impact, and program offerings. The incumbent will lead efforts to make KID Museum's work accessible, engaging, and relevant to a wide range of audiences, including educators, funders, families, researchers, policymakers, and other thought leaders. The work will focus on communication and engagement, positioning KID Museum as a national leader advancing equity and innovation through maker learning. This position plays an important role on the Marketing and Communications team and reports directly to the Managing Director of Marketing and Communications.

The successful candidate will have a Bachelor's degree plus 3 years of communications experience; an interest in K-12 education; and a commitment to access, equity, and inclusion. Prior experience adapting messaging and writing for a variety of audiences is required. Experience managing social media accounts is needed. Fluency in Spanish and/or other languages is a plus.

Essential Job Functions

- Implement a strategic communications plan that elevates the regional and national profile of KID Museum as a transformational leader in education innovation; articulate the impact KID Museum programs have on students, families, and educators; and amplify KID Museum's "Mind of a Maker" framework and its equity-driven approach to maker learning.
- Broadly disseminate KID Museum's messages through media coverage, storytelling, content partnerships, and events.
- Help drive participation in KID Museum programs, events, and offerings.
- Develop and manage annual communications plan and editorial calendar.
- Distribute public-facing communications, including email, press releases, media advisories, newsletters, and relevant social media postings in collaboration with the marketing team.
- Pitch and execute press and media opportunities for family programs, festivals, community conversations, and partnerships.
- Expand KID Museum's reach by establishing partnerships with key communications channels, including news outlets, bloggers, influencers, and others.
- Secure regional and national media coverage of KID Museum programs and events.
- Serve as the primary point of contact for press inquiries, create and maintain press lists, and cultivate relationships with media contacts.
- Plan and execute public-facing communications events.
- Draft, edit and distributes internal communications to help keep KID Museum staff informed and engaged.
- Cultivates relationships with key bloggers and community partners and collaborates with Marketing Associate to place KID Museum events and activities on community calendars.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Strong written and verbal communications skills.
- Able to write in a clear, jargon-free style.
- Possess strong pitching ability.
- Excellent time management, organizational, and follow-up skills.
- Adaptable, flexible, patient, and able to work with little outside direction.
- Able to work in a fast-paced environment, prioritize and meet deadlines.
- Available to attend occasional evening and weekend events and programs.
- Able to perform with a high degree of professionalism.
- Intermediate knowledge of Google Suite, Adobe Creative Cloud, Hootsuite and other communications and marketing programs and tools.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to careers@kid-museum.org for consideration.

Diversity, equity, accessibility and Inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.