

Position: Weekend Manager

Reports to: Museum Director

Part-time/Annual/non-Exempt; approximately 20 hours Friday-Sunday

Pay Scale: \$18-20/hr

The Workshop @ EWM Overview

The Eli Whitney Museum was established in 1779 on the site where Whitney transformed American manufacturing in 1798. The Museum is an experimental learning workshop. We design, produce, and teach projects to enrich the depth and scope of hands-on learning. We focus on skills, materials, and experience that complement the work of conventional classrooms.

Our Workshop produces parts for 80,000 projects each year.

Ideal candidates will bring the following to this position:

- Workshop (table saw etc) skills on a level qualified to supervise, train others.
- Experience organizing and scheduling work.
- Experience managing inventory.
- Established design and project development skills.
- Experience working with/teaching children.
- CPR/First Aid Certification, the Museum will offer regular training or reimburse you for an alternate training.
- Strong communication and teamwork skills.
- In the absence of any of the above, evidence of aptitude and enthusiasm for learning.
- Patience and good humor.
- We hire individuals with personal habits that are exemplary for children.

Duties will be adjusted to accommodate the specific talents, experience, and interests of the candidate. It is the character of the job that all these duties are performed at once. The Weekend Manager will often work independently in the following areas:

- Production: Manages implementation of weekend production needs, primarily manufacturing and packing of onsite and offsite projects as determined by the Museum Director and Shop Manager. Optimize routines to sustain the Workshops' weekly and seasonal production needs.
- Training/Supervision: Train and supervise Apprentices who support design, production, and packing.
- Maintenance: Maintain the Museum's grounds. An understanding of landscaping equipment is essential.
- Capital Projects: As time allows, contribute to the repairs, improvements, and installations that support the Museum's operation.
- Other Responsibilities: as agreed upon.

Non-Discrimination Policy

The Eli Whitney Museum does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, nation of origin, religious creed, disability, ancestry, sex, age, or sexual orientation in employment or participation in any of its programs and activities.