



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



POSITION | SHARE Studio Manager

POSITION DESCRIPTION

The SHARE Studio Manager is responsible for the overall operation, programming, and activation of JUMP's SHARE Studio, a highly public-facing commercial kitchen designed to support community engagement and hands-on culinary experiences. This role oversees the planning, coordination, and execution of kitchen-based programming while ensuring the space is safe, functional, and aligned with JUMP's mission.

Working closely with the Senior Programs Manager, the SHARE Studio Manager develops and manages a diverse portfolio of culinary, cultural, and community-driven activities. Responsibilities include program development, partnership coordination, event production, and day-to-day operational oversight of the kitchen environment. The SHARE Studio Manager ensures the space serves as an inclusive gathering place by facilitating programs such as cooking classes, community meals, cultural events, workshops, and collaborative partnerships with community organizations.

DUTIES AND RESPONSIBILITIES

- Collaborates with the Senior Program Manager to develop innovative programming that aligns with JUMP's mission
- Coordinates logistics across departments for promotional graphics, equipment setup, AV services, and catering for events
- Document SHARE studio events
- Determine and designate the goals, capacity, schedule, and budget for each program
- Drafts and executes contracts for Independent Contractors, Instructors, Performers, and Artists involved in the SHARE studio
- Create and maintain standard operating procedures for all equipment within the studio
- Educated individuals accessing the SHARE Studio and help familiarize visitors/participants with the safe use of the tools and equipment
- Maintain upkeep and organization of the SHARE Studio
- Champion the SHARE Studio to the community and visitors
- Builds partnerships with local organizations, and collaborates with creatives and community groups to enhance engagement and inspire the community

REQUIRED QUALIFICATIONS

- 3+ years of related experience including food industry
- Excellent organizational skills with a focus on project management
- Strong writing and math skills

- Basic knowledge with commercial kitchen equipment
- Ability to effectively adapt to change
- Ability to learn Event Management Systems (EMS)
- Effective communication skills
- Ability to work nights and weekends as needed

PREFERRED QUALIFICATIONS

- Bachelor's or master's degree in a related field of study
- ServeSafe Certification
- Knowledge of various shop equipment, fabrication workflows, and related software
- Experience with non-profit business
- Knowledge of the local community

WORKING AT JUMP

JUMP is a creative community center and a place for inspiring human potential, and that extends to our team! Our team is filled with creative, supportive, passionate individuals that value every contribution and encourage every team member to participate in the creativity, community, and fun! We are a small but mighty team—every contribution is vital to the success of our mission. Together we can make an impact in our incredible community!

DISCLAIMER | Jack's Urban Meeting Place (JUMP) is a nonprofit interactive creative center dedicated to inspiring human potential through creativity, education, and community building. Located in downtown Boise, JUMP serves as a vibrant hub for collaboration, offering workshops, performances, and exhibitions that celebrate the human spirit. With a focus on respect, engagement, courage, and connection, our 3-acre park and diverse studios provide unique spaces for exploration and innovation, inviting everyone to discover new possibilities. Inspired by the legacy of J.R. Simplot, JUMP showcases vintage tractors as symbols of ingenuity, fostering a dynamic ecosystem where individuals and organizations can unlock their potential and enrich our community.

JUMP LLC is owned and funded 100% by the J R Simplot Foundation, which is a 501(c) (3) exempt private foundation. The job description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

TO APPLY | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at JUMPBoise.org <http://jumpboise.org/careers>) to careers@jumpboise.org with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at careers@jumpboise.org.