

## **Education Assistant – Student Programs (P/T)**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Museum seeks an Education Assistant to assist with Field Trips in the Museum's Frederick A.O. Schwarz Education Center, which serves nearly 50,000 children, teachers, and adults each school year. The majority of this audience comes through field trips throughout the year from a wide range of schools. The Museum's field trips are geared to students in grades K – 12, and are highly interactive, inquiry-based, and include hands-on activities. The programs take place in the Museum's groundbreaking exhibitions and classroom spaces.

The Education Assistant will schedule field trips to expand the Museum's audience and coordinate with schools to plan their visits. In addition, the Education Assistant will support the Museum's education staff and teach field trips to students in grades K – 12 as needed.

This is a part time contracted position that will run from September 2019 until mid-June 2020. The candidate is expected to work Monday-Friday from 10am-4pm and will be paid \$20/hour.

### **Roles and Responsibilities:**

#### **I. Field Trip Operations**

- Coordinate with schools, organizations, and camps to schedule and plan their field trips
- Answer email and telephone inquiries from teachers and group leaders about their field trips
- Process payments including purchase orders from school groups
- Send confirmation letters and invoices
- Schedule and confirms tours using Altru software
- Act as a liaison between school groups and Museum staff and provide support to the Museum's teaching staff
- Maintain materials for hands-on activities used in field trips
- Collaborate with Visitor Service staff to greet groups without reservations and collect payments
- Assist with all other student programs within the Education Department

#### **II. Exhibition Related Field Trips**

- Observe and teach inquiry-based field trips, as needed, for students in grades K-12 in the Museum's exhibitions and classrooms

#### **A successful candidate will have:**

- Bachelor's Degree (required)
- Experience in museums or schools (preferred)
- Ability to be flexible in approach and multi-task with tight deadlines
- Strong communication and interpersonal skills are required
- Attention to detail and outstanding organizational skills
- Ability to work collaboratively with a team
- Experience using Altru software is preferred
- Experience working with teachers and knowledge of New York City school system is a plus
- Excellent customer service skills and comfort working with the public

## **HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Education Assistant - Student Programs** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*