

## **Education Manager**

*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 Manager to manage Family and Community Programs in the Museum's Frederick A.O. Schwarz Education Center, which serves nearly 50,000 children, teachers, and adults each school year. The Education Manager will create and implement programming and ensure that families are welcomed to free, educational, hands-on programs geared towards intergenerational audiences of local communities and beyond.

The Education Manager will also manage and implement programs for youth including camps, Courses for Kids, after school partnerships with the New York City Department of Education (NYCDOE), and a summer literacy program.

In addition to the above, the Education Manager will teach field trips in the Museum's galleries, lead student workshops, and conduct outreach and plan marketing for student programs.

## **Roles and Responsibilities:**

### **I. Exhibition Related Field Trips**

- Teach daily, inquiry-based field trips for students in grades K-12 in the Museum's exhibitions and classrooms
- Learn new content for all temporary and ongoing exhibitions
- Improve content knowledge through readings and trainings
- Stay abreast of current pedagogical strategies
- Assist with the development of field trip programs for special exhibitions
- Facilitate workshops for educators and students on a wide-range of topics

### **II. Family and Community Programs**

- Create and implement Family Programs, Community Celebrations, NYC Tots, and other special family programs for children ages 2 – 12
- Develop hands-on activities for intergenerational audiences in conjunction with the Museum's exhibitions
- Plan programs and coordinate with consultants and performers for major cultural heritage celebrations
- Collaborate with NYC Tots instructor and other Museum staff
- Market and build audiences for Family and Community Engagement programs
- Manage budget

### **III. Camps and Courses for Kids**

- Develop and implement summer camps and vacation week and afterschool programs, act as point person for partnerships including a summertime reading program, NYCDOE student partnership programs, and Dancing Dreams, a movement program for students with mobility challenges
- Communicate with NYCDOE staff to identify deadlines and dates for school year and summer courses
- Coordinate submissions of new and existing program ideas
- Hire educators for specialized programming such as photography, fashion, and STEM camps
- Update curricula to reflect exhibitions and staff involvement
- Communicate with parents and guardians
- Budget and reforecast projected numbers on a monthly basis; invoice NYCDOE for programs

**A successful candidate will have:**

- 2-5 years of experience in museums or cultural institutions
- Master's Degree preferred, Bachelor's Degree required
- Experience in working with Community and Family audiences
- Background in early childhood education, access education, or prior experience working with intergenerational audiences preferred
- Strong knowledge of Art Education practices & Museum Education pedagogy
- Experience leading and mentoring multiple team members simultaneously
- Experience in managing simultaneous budgets
- Ability to be flexible in approach and multi-task with tight deadlines
- Ability to scaffold communication styles to meet the needs of various audiences
- Ability to work with stakeholders and share authority in planning programs
- Must be comfortable with changing and improving upon programs as they evolve
- Conversational understanding of the Spanish language preferred
- Photographic skills and graphic design skills desired
- Knowledge of New York City public and private school system a plus

**BENEFITS**

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

**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 Manager** within the subject line of your email. Please include your salary requirements.

*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.*