

## **Education Assistant – Professional Learning (F/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 Group Tours and Professional Learning programs in the Museum's Frederick A.O. Schwarz Education Center, which serves nearly 50,000 children, teachers, and adults each school year. The Center annually offers over 90 programs for educators, including workshops, free lectures and tours, in addition to two signature events: *New York City History Day* and the *Teaching Social Activism Conference*. Professional learning programs offer content-rich experiences that support the New York City Scope and Sequence social studies standards, and the Museum is a certified provider of Continuing Teacher and Leader Education credits. Programs take place in the Museum's groundbreaking exhibitions and classroom spaces, as well as off-site at schools throughout the city. Group Tours include personalized, in-depth, and interactive private visits to the Museum's exhibitions for university groups, companies, clubs, organizations, and members.

The Education Assistant will serve in an administrative capacity by scheduling professional learning programs, will act as a crucial liaison to teachers, school administrative staff, and other partners, and will staff professional learning programs. The Education Assistant will also oversee the scheduling and staffing of Group Tours, including answering group tour requests and determining the availability of Museum Scholars and Curators. 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 full time non exempt contracted position that will run from September 2019 until mid-June 2020. The candidate is expected to work Monday-Friday from 9am-5pm with occasional weekend, evening, and early morning hours as needed, not to exceed 40 hours a week and will be paid \$20/hour.

### **Roles and Responsibilities:**

#### **I. Professional Learning Programs**

- Coordinate with schools, organizations, and interested parties to schedule and plan professional learning workshops and events
- Immersion in the Museum's professional learning offerings, exhibitions, and educator crediting systems to be able to answer email and telephone inquiries
- Schedule professional learning programs using Altru database software
- Serve as support staff for professional learning programs, including overseeing check-in and maintaining program attendance records and credit tracking, preparing workshop materials, and leading occasional tours for adult audiences
- Process income, including processing checks and credit card payments, sending confirmation letters and invoices, and claiming wire payments and purchase orders from the New York City Department of Education
- Act as a liaison to Museum staff in preparation for events, including members of the education, curatorial, collections, facilities, and AV/IT teams
- Maintain and order materials for professional learning programs
- Assist with all other professional learning programs within the Education Department

#### **III. Group Tours**

- Coordinate with university groups, companies, clubs, and organizations to schedule and plan group tours

- Immersion in the Museum’s group tour offerings and exhibitions to be able to answer email and telephone inquiries
- Liaise with members of the Marketing team regarding outreach, preregistered tour experiences, and special group tours events
- Schedule group tours using Altru database software
- Schedule museum scholars and curators to lead group tours
- Process income, send confirmations and invoices
- Monitor group check-in and liaise with visitor services team members as needed

## II. Exhibition Related Field Trips

- Observe and teach 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

### A successful candidate will have:

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

## 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 Assistant – Professional Learning** 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.*