



Vice President, Education and Engagement

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

As the Museum of the City of New York approaches its 2023 centennial year, we seek a Vice President of Education and Engagement to provide leadership and strategic direction for the creation and enhancement of dynamic programming that explores the unique historic and contemporary issues New York City faces and the complexity of how the decisions we make today impact our city's future.

Education and Engagement encompasses three essential areas: The Frederick A.O. Schwarz Education Center has just completed a record-breaking year, serving over 54,000 children and adults through its thriving field trip, professional learning opportunities for educators, and out-of-school time programs for students of all ages. Adult programs served over 17,500 people engaging them through lectures, conversations, panels, musical performances, film screenings, and walking/bus tours. A Volunteer Council supports the visitor experience through docents, interns, and volunteers.

The VP Education and Engagement is part of the Executive Team, represents the department at board and senior leadership meetings, and provides direction for staff all while developing strategies for programs and operations that support the Museum overall and the department's specific strategic vision and plans.

MAJOR RESPONSIBILITIES

Responsibilities include, but are not limited to:

Program Leadership

- Establish long-range vision, general operating plans, and annual goals, objectives, and priorities for Education and Engagement
- Lead the design and development of creative engagement, education, and learning opportunities with programs for all ages that:
 - Align with the Museum's Mission, Strategic Plan, and broader organizational priorities
 - Leverage the assets of the Museum
 - Create visibility for the Museum as a 'Thought Leader' and through engaging 'boldface' names as participants
 - Incorporate instructional best practices to achieve optimal learning outcomes for a range of stakeholders including children, students, teachers, and adults
 - Are feasible within organizational constraints and goals

- Reflect and enhance exhibition themes and the diversity and breadth of contemporary issues
- Educate, inspire, and engage a broad range of audiences through a variety of formats and platforms
- Drive attendance, strengthen visitor experience, and deepen connections to the varied communities of New York, and the East Harlem community in particular
- Think holistically about strategic initiatives to make informed choices about program creation and enhancements
- Collaborate with Museum colleagues to create a coherent and shared learning experience for all visitors
- Further develop, build and manage partnerships with external stakeholders—cultural institutions, educational professionals, community groups & leaders, government agencies
- Monitor and measure the success and impact of programs
- Develop marketing strategies for programs in collaboration with Marketing and Communications staff so programs achieve maximum reach and educational impact
- Cultivate ongoing relationships with potential funders and donors
- Expand the Museum’s use of volunteers

Team Leadership

- Establish annual goals, objectives, and priorities with each team, direct reports, and chair of the Volunteer Council
- Develop and support the Education and Engagement Staff
- Meet with Education and Engagement staff to keep the team abreast of decisions made by Executive Team
- Assess hiring needs for the department
- Submit timesheets for select staff
- Represent the department at Senior Staff meetings, and in strategic planning with the Board of Trustees

Administration and Operations

- Maintain the \$1.65M budget for the department and think strategically about the resources needed for sustainability and growth
- Work with the Development team to identify and apply for funding opportunities from individual, government, foundation, and corporate sources
- Manage the department’s grants and awards
- Collaborate with the Museum Director, CFO, and project staff to manage program budgets
- Understand earned income and attendance fluctuations and create opportunities to develop these areas

COMPETENCIES & SKILLS

- Bachelor’s degree required in education, history, urban planning, or social sciences; advanced degree preferred
- A minimum of 10 years of educational or programmatic leadership experience in a senior role

- Robust knowledge of best practices in program design, evaluation, and curriculum development preferred
- Evidence of and commitment to initiating publications and public programs.
- Commitment to working with children and families and experience working with diverse audiences
- Experience leading and managing teams with a high standard of excellence and accountability
- A gifted leader and compelling communicator with excellent interpersonal skills and the ability to build strong relationships, work collaboratively across a diverse range of internal and external stakeholders, and infuse energy into innovative and creative initiatives
- Exceptional strategic thinking skills and a high level of intellectual curiosity
- Understanding and appreciation of the role that cultural institutions and other informal environments can play in learning
- A love of learning, a deep interest in New York City history, and willingness to engage in complex conversations around diversity, equity, inclusion, and accessibility in society

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. To be considered, please include **Vice President, Education and Engagement** 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.