

Associate Manager, Education

Family, Community Engagement, and Internships in Museum Education

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.

The Museum seeks an Associate Manager of Family, Community Engagement and Internships in Museum Education. In addition to teaching daily field trips in the Museum's galleries, the candidate will work under the supervision of an Education Manager to ensure that families are welcomed to free, educational, hands-on programs geared towards intergenerational audiences of local communities and beyond. The Associate Manager will also ensure that interns coming through the Internship in Museum Education program are trained in Museum Education pedagogy, able to facilitate education Summer Programs and leave the program with skills to turnkey into their next career steps.

Roles and Responsibilities:

- **Teaching Exhibition Related Field Trips and Programs**

Teach daily inquiry based gallery programs geared towards K-12 audiences

- Assist in the development of field trip programs for new and upcoming exhibitions
- Collaborate on week-long programs for middle and high school students
- Collaborate on professional development programs for educators

- **Family and Community Engagement**

- Create a yearlong plan for Family Programs
- In collaboration with the marketing department, work to engage new audiences and increase attendance
- Plan large scale cultural celebrations that are culturally competent and celebrate the vast cultures that make up New York City
- Maintain forward facing appearances and relationships with stakeholders at community festivals, and district events
- Collaborate in providing a space that is inclusive and reflective of all visitors.

- **Internship in Museum Education**

The Internship in Museum Education program at Museum of the City of New York is a yearlong program serving as a pathway program for youth, ages 18 – 24, to enter the field of education in cultural spaces. The Associate Manager will oversee a cohort of returning interns, will lead a three month training period, and will supervise their transition to their career tracks within various Museum departments.

The Associate Manager plans and oversees workshops on education pedagogies, object inquiry, public speaking, and more that prepares interns to lead education Summer Programs. The Associate Manager secures their training through offsite visits for interns to observe and learn from others working in cultural institutions while preparing them to grow professionally in the context of the Museum.

- Recruit, interview, hire and train staff and interns
- Maintain working relationships with Community Based Organizations (CBO) throughout the program
- Work collaboratively with the Education Center and various Museum departments to plan, lead, and implement the Internship In Museum Education Program
- Assist in planning and facilitating workshops, field trips, and training period based on content relating to the Museum's mission, pedagogy and career readiness
- Observe all interns' teaching during their training period and provide feedback after each lesson they lead

- Facilitate and supervise the second phase of the internship as they transition to their career track within other Museum departments
- Plan important milestone events including the Interns Object Presentation and Final Day Celebration
- **NYC Toddler Programs**
Associate Manager oversees, plans and implements New York City Tots. Programming offers enriching, early childhood experiences for toddlers ages 2-4, their siblings ages 1-4 and their adults. Sessions focus on exploration and discovery of the city through song, play, gallery visits, and hands-on activities connecting to content.
 - Hire, train and oversee NYC Tots lead educator
 - Review and approve age appropriate, engaging lessons plans - Order and maintain age appropriate supplies
 - Develop relationships with local families, maintaining interest and attendance in the program
 - Rebuilding the program as toddlers age out
 - In collaboration with the marketing department, oversee promotion, registration, program fees and budget

A successful candidate will have:

- 2-5 years of experience in the field of Museum or Cultural Institutions
- Master's Degree preferred, Bachelor's Degree Required
- Experience in working with Community and Family audiences
- Experience in Youth Leadership and career development
- Experience leading and mentoring multiple teams simultaneously
- Strong knowledge of Art Education practices & Museum Education pedagogy
- Experience in managing simultaneous budgets
- Ability to scaffold communication styles to meet the needs of various audiences
- Ability to be flexible in approach and work under pressure
- 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 preferred.

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 **Associate Manager, Education** 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.