



### **Saturday Academy Educator Position**

*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, in partnership with the Gilder Lehrman Institute of American History and funding from the Charina Endowment Fund, seeks Saturday Academy instructors to join the Frederick A.O. Schwarz Education Center to teach electives in American history in either the fall (2019) or spring (2020) semesters.

Saturday Academy is a free program that offers American History courses and SAT Preparation to students in grades 8 – 12. There is no homework or grading involved. The purpose is to stimulate a genuine interest in American history, and to provide students with a unique learning experience in a Museum setting that will prepare them for college. Classes are scheduled on 6 Saturdays in the mornings or early afternoon, and can address any facet of American history. **Fall courses will meet in late October – mid December. Spring courses will meet in March and April.**

#### **Responsibilities:**

- Write a course description and design a 6-session plan
- Work with Museum staff to develop the course
- Teach 6 Saturday classes. These sessions are 90 minutes and should be engaging and interactive.

#### **Qualifications:**

- Ideal candidates will have an M.A. or Ph.D., and will propose a course that corresponds to the applicant's area of study or experience in the field
- Prior teaching experience is valued

#### **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 **Saturday Academy Instructor** within the subject line of your email, and indicate if you are applying for the fall or spring semester. Applications for the fall 2019 must be received by **April 30**, and interviews will take place in May and June. Applications for spring 2020 must be received by September 10.

Educators are paid \$40/hr for teaching 90-minute classes, with an additional hour for set up and wrap up before and after class. Time spent on planning curriculum is not paid separately, but included in the teaching and set up/wrap up time. Some candidates will have the opportunity to teach two sections of the same course back-to-back on each Saturday.

*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.*