

Museum Scholar

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 of the City of New York seeks applications from masters and Ph.D. candidates, post-doctoral researchers, and early-career academics interested in gaining experience in public history to provide private tours as Museum Scholars to visiting groups including college/university students, international visitors, senior groups, professional organizations, and alumni associations.

The Museum offers a roster of interactive and personalized guided tours. The Museum also schedules a variety of special events that include tours. Museum Scholars lead not only the private tours but also the tours at special events managed by departments at the Museum such as Development, Membership, and Venue Rentals.

The Museum is expanding its multi-language tour offerings, as such, it is preferable for candidates to be fluent in one or more languages, including French, Spanish, Mandarin, Italian, Japanese, Portuguese, or German.

The Museum's curators and exhibition teams train Museum Scholars in the exhibition content. In addition to having a command of this material and information, Museum Scholars are expected to be familiar with New York City history, current events, and topics relevant to the exhibitions on view at the Museum. Ideal candidates will be able to center the historical artifacts and images on view in the Museum's exhibitions in their tours while providing nuanced historical interpretation and supplementing with contextual information to add depth.

Roles and Responsibilities:

Museum Scholars lead private tours for groups of 2-30 people. These include "Highlights" tours of select works in multiple exhibitions as well as in-depth tours of the Museum's ongoing and special exhibitions. Tours are typically 60 minutes long and take place by advanced registration during regular museum hours: 10:00am – 6:00pm, seven (7) days a week. Scholars also lead evening hour and early morning tours that are scheduled by special request.

For private tours, Museum Scholars are required to be present at the Museum 30 minutes before and 30 minutes after the scheduled tour time for a total two-hour commitment. Museum Scholars are expected to greet and help check in visitors, welcome them to the Museum, and answer general questions before and after the tour experience.

For special events that include tours, which typically run after 6 pm, Museum Scholars are expected to engage with visitors according to the needs of the event and as directed by the Museum's event manager. During these special events, Museum Scholars will either give full, hour-long tours, provide multiple shorter tours, or will serve as "ask me" gallery attendants. In the "ask me" role, Museum Scholars circulate in a gallery and engage with guests informally to provide information. Museum Scholars are expected to arrive on time to an event and be present for up to two hours.

Museum Scholars must have a command of subject material and be able to communicate information appropriately and clearly. Museum Scholars should have an interest in relating history through artifacts and images, as well as an ability to synthesize and communicate new information from the Museum's rotating schedule of exhibitions.

Museum Scholars should have an interest in creating a private tour experience that is interactive. Museum Scholars must also have the ability to evaluate a group's interest level, to adapt tours as needed in the moment to meet visitor needs, and to create enjoyable experiences for visitors.

Scheduled trainings will take place around ongoing and temporary exhibitions to prepare Museum Scholars for guiding groups. Museum Scholars are expected to attend all scheduled trainings. If unable to attend a training, Museum Scholars must review provided materials onsite in the relevant exhibition(s) on their own. This must be done within an allotted timeframe.

Museum Scholars are expected to be available to lead tours during Museum hours at least one day per week, including weekends, in addition to have availability for early- morning and after- hours tours and special events. Hours are not guaranteed and are based on booking requests.

Compensation is \$75 per private tour and special event tour. Compensation for training is \$20 per hour.

A successful candidate will have:

- A masters or Ph.D. or be a masters or Ph. D. candidate, post-doctoral researcher, or early-career academic.
- Availability to commit at least one day per week to work as a Museum Scholar, including weekend availability.
- An understanding of New York City history is essential; candidates from a range of academic disciplines are encouraged to apply.
- Fluency in one or more languages, including French, Spanish, Mandarin, Italian, Japanese, or German, is not required but preferred.
- An interested in gaining experience in public history.
- An interest in engaging visitors with New York City history and stories.
- Excellent public speaking skills.
- An ability to be flexible.
- An interest in understanding and relating history through artifacts and images.
- An ability to synthesize and communicate new information from the Museum's rotating schedule of exhibitions.

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 **Museum Scholar** within the subject line of your email. Materials may also be mailed to Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, NY 10029.

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.