Public Programs Assistant

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 Public Programs Assistant provides essential support for the Public Program Department’s day-to-day operations and logistics, with a primary focus on the successful execution of the public programs themselves. Reporting to the Manager of Public Programs, the Public Programs Assistant works to ensure the smooth functioning of major aspects of program logistics and operations, assists in marketing programs and liaising with program speakers and performers, and ensures the highest quality of program experience for Museum visitors (both virtual and in-person.)

Roles and Responsibilities:

- Manage the operational aspects of on-site and virtual public programs, including but not limited to, preparing all necessary collateral (playbills, posters, etc.), check in and onsite ticket sales, providing customer service before and during events, coordinating set-up and break down of events as needed (virtually and in person), welcoming speakers and attendees, being an on-site point person for logistical requests
- Participate in the Museum’s weekly operational calendars and event meetings, as needed
- Work closely with department interns and Museum staff at events to ensure smooth operation and excellent customer service
- Assist with the annual “Keys to the City” Scavenger Hunt, scheduled for May 2021 by helping with logistics, content, and day-of management
- Manage on-site coordination of in-person tours, as well as assist with virtual programming
- Perform other job-related duties as assigned.

A successful candidate will have:

- Four-year undergraduate degree preferred but not required
- At least one-year of experience in event management and production
- Superior written and verbal communication skills
- Excellent organizational skills, including problem solving, multitasking, and the ability to work under pressure and meet deadlines
- Ability to interact on a professional level with guest speakers, scholars, authors, dignitaries, and others
- Excellent computer skills, including Excel, PowerPoint, and Zoom, and hands-on experience with databases (such as Altru) a plus
- Enthusiasm for New York City history, arts, and culture.

BENEFITS

This is a temporary, part-time position of up to 20 hours per week. Hours are flexible, applicant must be available to work weeknights plus weekends, as needed. Most administrative and day-to-day responsibilities may be done remotely, on-site work may be necessary during the spring and early summer. Eligible for sick time.
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 Public Programs Assistant 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.