

## **Education Manager, Student Programs**

*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.*

In accordance with the mission and educational goals of the Museum of the City of New York, and in service to the communities it serves, the Education Manager, Student Programs, is responsible for ensuring that the Museum engages K-12 audiences through high-quality, interactive, and student-centered programming.

In an intellectually exciting and varied role, the Education Manager, School Programs will develop, teach, and oversee all aspects of group visits (field trips) for K-12 groups as students engage with the Museum's content and the stories of New York City through a wide variety of lenses, from history to the arts, fashion to social justice, technology to the environment, civil rights to cultural celebrations. They will work closely with the Museum's curatorial team, outside scholars, community advisors, and others as they develop programming and content, and will use evaluation tools and interactions with participants to ensure the Museum's offerings are responsive to students' interests and needs.

The Education Manager, School Programs, will report to the Director, Frederick A.O. Schwarz Education Center. In addition to oversight of field trips, they will take a lead role in developing programming and content for in-school and out-of-school time programs for students, including digital content; supervise, hire, and train teaching staff; and lead select new initiatives as funding permits.

Entering at a pivotal moment in the Museum's history, the Education Manager, Student Programs will serve a key role in both the Museum's Frederick A.O. Schwarz Education Center – building upon a strong foundation and exploring new initiatives begun in the past year, including hybrid (virtual and in-person) engagement – and in the organization at large as it prepares for the Museum's centennial celebrations in 2023.

The ideal candidate will demonstrate a commitment to inclusion and diversity and a passion for advancing equity and addressing structural racism within nonprofit organizations. The Education Manager, Student Programs will play an integral role in developing an equitable recruitment and hiring plan for museum teaching staff, working towards the goals outlined in the Museum's IDEA (Inclusion, Diversity, Equity, and Access) plan. The Education Manager, Student Programs will also ensure programs and content are in alignment with the Culturally Responsive-Sustaining Education (CRSE) framework, ensuring that the Museum provides

student-centered learning environments that affirm racial, linguistic and cultural identities; prepare students for rigor and independent learning; develop students' abilities to connect across lines of difference; elevate historically marginalized voices; and empower students as agents of social change.

The Education Manager, School Programs will support the Museum's Education and Engagement mission and contribute to the future of the city by engaging learners in examining the city's past so that they may understand the present and envision their role in shaping the future.

### **Roles and Responsibilities:**

#### Programming for K-12 Audiences

- Develop, implement, and oversee onsite, virtual, and offsite student programming and field trips on a wide variety of topics related to the history, culture, arts, environment, activism, and future of New York City
- Lead and teach high-quality, engaging, and interactive field trips and programs for K-12 audiences
- Ensure programs and content are in alignment with the Culturally Responsive-Sustaining Education (CRSE) framework, ensuring that the Museum provides student-centered learning environments that affirm racial, linguistic and cultural identities; prepare students for rigor and independent learning, develop students' abilities to connect across lines of difference; elevate historically marginalized voices; and empower students as agents of social change
- Develop innovative approaches to engaging students in critical thinking skills, examining content with groups, and creating spaces for shared meaning-making and exploration
- Develop and maintain meaningful and sustainable relationships with local schools and partner organizations, including the New York City Department of Education
- Maintain high quality of programs by overseeing curriculum development for field trips, student programs, pre- and post-visit materials, and online offerings
- Develop content and oversee consultant work on the creation of content for students, including curriculum supplement materials, website and media content, gallery guides, and interactive activities
- Innovate and rework offerings to maximize engagement, earned income, and attendance
- Manage day-to-day operations of K-12 groups entering, visiting, and exiting the museum smoothly, including coordinating with colleagues in the Museum's IT/AV, Visitor Services, Facilities, and Securities departments
- Work closely with the Museum's Education Manager, who schedules programs and field trips and is the primary communication point for booking requests

- Communicate with teachers, schools, parents, or students, when direct conversation or follow-up is needed
- Coordinate marketing and outreach efforts for student programs, working closely with colleagues across the Education and Engagement department and the Marketing department
- Conduct evaluation for all student programs and adapt programs in response to feedback

#### Hiring, Training, and Supervision of Teaching Staff

- Assess ongoing needs for teaching staff
- Develop an equitable recruitment and hiring plan for teaching staff, working with HR and towards the goals outlined in the Museum's IDEA (Inclusion, Diversity, Equity, and Access) plan
- Develop and lead an engaging, comprehensive, and holistic training plan for Education and Engagement staff, interns, fellows, and volunteers, to include both content knowledge and pedagogical practices
- Oversee the creation of teaching guides for staff to ensure that programs are content-rich, engaging, have measurable and achievable outcomes, and are accessible for learners of all ages
- Develop an observation plan for teaching staff and providing ongoing constructive feedback to support educators' growth and maintain high-quality programming

#### General Responsibilities

- Participate in advancing IDEA (Inclusion, Diversity, Equity, and Access) goals and the Museum's strategic plan through program creation and in their work with colleagues across the institution and the broader visiting public and community
- Work closely with the Director of Education and the Vice President, Education and Engagement, to plan and implement student programming and larger Education and Engagement initiatives, including five-borough programming, direct integration into citywide 4th grade curriculum, and social impact programming
- Serve as an Education Liaison with the curatorial department collaborating on ongoing and special exhibitions
- Write program reports and contribute to proposals and reports prepared by the Development department
- Share ideas with and receive feedback from donors, community partners, and other stakeholders
- Manage project budgets and finances, including invoices, contracts, and expenses
- Conduct administrative functions, including learning the Museum's reservation system (Altru), and managing program attendance records, materials, and files

- Along with all Education and Engagement staff, assist with large-scale Education and Engagement events, including holiday and cultural celebrations, Uptown Bounce, onsite performances, and other events, with involvement including but not limited to developing content and activities, preparing materials, and staffing events
- Present at conferences and network with museum education and non-profit education colleagues across the city, country, and world to learn best practices, connect with colleagues, and increase the visibility of the Museum
- And other duties as assigned

**A successful candidate will have:**

- A commitment to inclusion and diversity and a passion for advancing equity and addressing structural racism within nonprofit organizations
- A minimum of 3-5 years' experience teaching and working with K-12 students at a museum or an educational non-profit; including at least 2 years in a supervisory role (overseeing staff and/or volunteers)
- Demonstrated success in working directly with K-12 students
- Experience developing curriculum or educational materials for K-12 audiences
- Experience with the New York City Department of Education a bonus
- Master's Degree or commensurate experience in Museum Education, Public History, Education, History, American Studies, Art History, or relevant field
- Specialized applicable knowledge (one or more of the following areas of interest preferred):
  - New York City or Urban History, American History, Cultural Studies, Indigenous Studies, Urban Planning, Art, STEM and STEAM, Civics Education
  - Child development and pedagogy
  - Non-profit management, youth and/or staff mentorship
- Excellent communication skills in person and via phone and email
- Excellent editing and writing skills and attention to detail
- The ability to communicate complex historical concepts with audiences of all ages
- The ability to supervise staff and provide constructive, supportive feedback
- Knowledge of Microsoft Office Suite; knowledge of Microsoft Teams, Microsoft SharePoint, Zoom, and Google Meet a plus
- The ability to manage multiple projects and concurrent deadlines
- The desire to work in a collaborative, supportive environment
- The adaptability to work flexibly, including leading certain projects, working independently on others, and asking for guidance and assistance



## **Working Conditions**

While performing the essential functions of the job, the educator primarily works a Monday-Friday with occasional weekend or evening work required. Work is primarily onsite at the Museum, in an open office plan setting. The Museum environment is fast-paced and workspaces includes the Museum's galleries and classroom spaces. The position requires offsite work in schools and other locations throughout the five boroughs.

## **Physical requirements**

While performing the essential functions of the job, the employee is regularly required to:

- Stand, traverse, or remain stationary in museum gallery (exhibition) spaces for long periods of time
- Lift and transport education materials, including boxes of paper, guidebooks, and art supplies. Ability to lift a minimum of 20 lbs.
- Travel to offsite locations throughout the five boroughs, including schools
- Remain stationary at, converse through, and use a computer for significant periods of time
- Use computer to see computer monitor screen, and use fine motor skills to use keyboard
- Troubleshoot and manage multiple projects with ease and calm

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Benefits:**

- Salary: \$50-55K, commensurate with experience
- Competitive benefits package including medical, dental, vision, life insurance, 401K and pension plan and generous paid time off.
- Reciprocal access to participating museums and cultural institutions.

## **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). Additionally, inclusion of a sample (PDF) or link to curriculum or student content developed strongly encouraged.



To be considered, please include **Education Manager Student Programs** (no comma or dash) 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 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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.*