

Museum Guide

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 Guide is responsible for making the Museum accessible to all different visitors by make the exhibitions come alive including, but not limited to, running group, private, and virtual experiences.

The Museum of the City of New York fosters understanding of urban life in NYC and engages visitors by interpreting the city's past, present and future. Our Museum Guides make the connection for visitors between the Museum and the lived New Yorker experience.

Currently we are looking for freelance Museum Guides to lead experience of the following exhibitions; *New York at Its Core*, *New York, New Music: 1980-1986*, *Activist New York* and *Puppets of New York*.

This role pays \$100USD per tour.

Roles and Responsibilities:

- Lead 1-hour, in-person Exhibition Tours for groups of up to 25 people and/or 1-hour virtual experiences
 - Required training will involve training on the tour (training pays \$25/hr) and giving an observed test tour (test tour pays \$100)
 - Tours might be scheduled any day of the week, between 9am-5pm
- Make our Exhibitions accessible to all audiences by being able to adapt information in a way that each visitor can relate to
- Keep up-to-date on the subject matter of the tours you give

A successful candidate will have:

- Specialized knowledge and/or personal connection to Exhibition content.
Our current experiences include the following exhibitions:
 - *New York, New Music: 1980-1986* (a look back at the seismic music revolution of 1980s New York)
 - *New York at Its Core* (the city's rise from a striving Dutch village to today's "Capital of the World,"
 - *Puppets of New York* (puppet history in NYC from stage to screen to political activism)
 - *Activist New York* (NYC's past and present social activism including immigration, civil rights, and sexual orientation)
- Excellent storytelling skills
- Powerful communicator (able to adapt material in a way that any audience can understand)
- Proficiency in group management (doing what needs to be done in the moment to ensure the group walks away happy)

- Fluency in Spanish, Mandarin, French, Japanese, Korean or Portuguese a plus
- Experience in giving Museum or other tours preferred
- Museum Education or other education experience a plus
- NYC Tour Guide License, or Tour Leader/Director experience a plus

Working conditions

While performing the essential functions of the job, the educator provides 1-hour walking tours without breaks or sitting. The educator may occasionally use a computer, audio and other office equipment as needed to perform virtual tours. The educator may be scheduled to work weekends, evenings and holidays as needed.

Physical requirements

While performing the essential functions of the job, the employee is constantly required to walk, stand, talk, and hear. The employee is occasionally required to sit, use repetitive hand motion, handle, reach, and rarely required to bend and/or lift up to 20 pounds.

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

BENEFITS

This position is eligible for paid safe and sick leave.

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 Guide** 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 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.