

## **Education Manager, Professional Learning**

*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, Professional Learning, is responsible for ensuring that the Museum engages educator/teacher audiences through high-quality, interactive, and learner-driven programming and supports educators through content and community development. The ideal candidate will demonstrate a commitment to diversity, equity, and inclusion, and familiarity with a Culturally Responsive-Sustaining Education (CRSE) framework.

In an intellectually exciting and varied role, the Education Manager, Professional Learning will be responsible for all aspects of programming and content development for educators, supporting teachers as they engage with the Museum 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 also maintain and expand the Museum's community of educators, building upon a strong foundation of professional learning offerings while advancing this area in new directions.

The Education Manager, Professional Learning will plan, implement, lead, and evaluate workshops, tours, P Credit/A+ courses, and conferences for educators. They will source and coordinate speakers, scholars, and guest facilitators to ensure that a wide range of voices and expertise are represented in all materials and programs, and they will write, edit, and collaborate on curriculum support materials and website content. They will work closely with the Museum's curatorial team, outside scholars, community advisors, and others as they develop programming and content, and they will utilize evaluation and feedback to ensure the Museum's offerings are responsive to participants' interests and needs.

The Education Manager, Professional Learning, will report to the Director, Frederick A.O. Schwarz Education Center. In addition to oversight of professional learning programming and content development, they will also teach K-12 group programs (onsite, offsite, and virtual field trips); oversee fellows and staff assigned to professional learning programs; and lead select new initiatives as funding permits.

Entering at a pivotal moment in the Museum's history, the Education Manager, Professional Learning 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 Education Manager, Professional Learning will fulfill 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 Educator/Teacher Audiences

- Develop, implement, and oversee onsite, virtual, and offsite educator programming on a wide variety of topics related to the history, culture, arts, environment, activism, and future of New York City
- Develop a robust calendar of year-round offerings for educators, including tours, workshops, continuing education courses, talks, and content production
- Build a community of committed educators who feel valued, respected, supported, and excited by the Museum’s offerings
- Ensure programs and content are in alignment with the Culturally Responsive-Sustaining Education (CRSE) framework, ensuring that the Museum itself provides and supports educators in providing 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 educators and adults in critical thinking skills and supporting educators in using the content, skills, and insights gained from their interactions with the Museum in support of their student populations
- Create spaces for shared meaning-making, exploration, and the exchange of ideas
- Source and collaborate with speakers, scholars, and facilitators to represent a wide range of voices and expertise in all programs for educators
- Collaborate and develop mutually supportive relationships with the New York City Department of Education, including with the departments of social studies, arts, and others, and with the ASPDP program office
- Develop and maintain meaningful and sustainable relationships with local schools, colleges, and partner organizations
- Ensure smooth program operation by coordinating with colleagues in the Museum’s IT/AV, Visitor Services, Facilities, and Security departments

- Coordinate marketing and outreach efforts for professional learning, working closely with colleagues across the Education and Engagement department and the Marketing department
- Handle communication with teachers/educators/participants before and after programs and manage the email inbox for professional learning
- Evaluate educator programs and adapt programs in response to participant feedback
- Innovate and rework offerings to maximize engagement, earned income, and attendance

### Content Development

- Develop content for and oversee consultant work on the creation of content for educators, including course syllabi, curriculum supplement materials, lesson plans, media content, blog posts, and other digital content
- Research and write scholarly sound, informative, and engaging curriculum materials
- Source and collaborate with scholars, community experts, and curriculum developers to incorporate a wide range of voices and expertise in all materials for educators
- Collaborate with the Museum's curatorial staff and Education and Engagement colleagues on content for materials and programs, including maintaining schedules for material review
- Write standards-supporting syllabi for P Credit/A+ courses, submit courses to the NYCDOE ASPDP office for the approval and revision process, and participate in ongoing training
- Coordinate with the NYCDOE and other partners to produce lesson plans and/or curriculum materials for third party publication or distribution
- Oversee image rights for materials, including sourcing, permissions, and payment
- Contribute to educational content development for students and other non-teacher audiences, including research, writing, and fact-checking

### Teaching

- Teach high-quality, engaging, and interactive programs and lead tours for adults, primarily but not limited to educator/teacher audiences
- Teach high-quality, engaging, and interactive field trips and programs for K-12 audiences
- Participate in and contribute to leading trainings, discussions, planning, development, and evaluation pertaining to group engagement, which may involve content, pedagogy, logistics, and best practices for distinct populations

### Administrative and Management Responsibilities

- Supervise and mentor fellows and staff assigned to professional learning programs and initiatives
- Suggest new sustainable ideas to further Education and Engagement's strategic initiatives
- 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, Frederick A.O. Schwarz Education Center, and the Vice President, Education and Engagement, to plan and implement educator 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 diversity, equity, and inclusion and a passion for advancing equity within nonprofit organizations
- A minimum of 3-5 years' experience teaching adults and/or educators in a museum or an educational non-profit setting; at least 2 years' experience in a supervisory role (overseeing staff and/or volunteers)

- Demonstrated success in working directly with educator/teacher and adult audiences
- Experience developing curriculum or educational materials for K-12 audiences
- Experience with the New York City Department of Education a bonus
- Classroom teaching experience a bonus
- Advanced 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
  - Adult learning theory, child development and pedagogy
  - Non-profit management, 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 taking the lead on certain projects, working independently on others, and asking for guidance and assistance

### **Working Conditions**

While performing the essential functions of the job, the Education Manager, Professional Learning 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 a program or content developed for educators strongly encouraged.

To be considered, please include **Education Manager Professional Learning** (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. The Museum is an AAP employer.*