

FAO Schwarz Family Foundation Education Fellow

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. 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 of the City of New York is seeking a creative, enthusiastic recent college graduate who is interested in gaining experience in direct service teaching in a leading cultural institution while developing STEAM-based social impact programming for the communities the Museum serves.

The FAO Schwarz Family Foundation Education Fellowship is a two-year position for a recent college graduate interested in pursuing social impact work at a leading non-profit organization in New York City, Philadelphia, or Boston. Reporting to the Director of Education, the FAO Schwarz Family Foundation Education Fellow at MCNY will be in NYC and will be directly involved in planning, creating, delivering, and assessing education and engagement programs at the Museum, including direct service teaching work with K-12 audiences as well as coordinating STEAM (science, technology, engineering, art, and math) programs for students, families, and teachers. The Fellow will take part both in ongoing professional development training at the Museum and in the FAO Schwarz Fellowship professional development program alongside the entire 2022-2024 FAO Schwarz Family Foundation Fellowship cohort from other host organizations. Through their work collaborating with colleagues and with the communities the Museum serves, the Fellow will generate a greater understanding of the Museum as a resource for its local community in East and Central Harlem and for the city at large while learning invaluable skills applicable beyond the Fellowship. The Fellowship will take place from September 2022-August 2024 and is open to candidates graduating in the 2021-2022 academic year.

Roles and Responsibilities:

Essential responsibilities include, but are not limited to, the following:

- Teach and facilitate high-quality, engaging, and interactive field trips and programs for K-12 audiences daily in both in-person and virtual settings utilizing the Museum's special and ongoing exhibitions and collections.
- Design and advance interdisciplinary STEAM programming in three key program areas: field trips for students, family and community programs, and professional learning opportunities for K-12 educators.

- Learn content material on a wide variety of topics related to the history, culture, arts, technology, the environment, activism, urban planning, and the future of New York City.
- Participate in educational training sessions on museum education tools such as techniques of inquiry, visual literacy, hands-on learning, and discussion facilitation.
- Collaborate with community members and local artists to design interactive and hands-on activities that allow for meaningful engagement with New York City communities.
- Advance IDEA (Inclusion, Diversity, Equity, and Access) goals and the Museum's strategic plan through creating programs and working with colleagues across the institution and the broader public.

Collaborate with colleagues throughout the institution and bring new perspectives to meetings. Interdepartmental collaboration will include working with: Curatorial staff on exhibitions and related programs; the Marketing and Communications department on outreach to our immediate community and the city at large; the Development (fundraising) department to create proposals and prepare reports on the Fellowship programs; and the Facilities and Operations teams to plan onsite events for the public.

- Approximately two hours of administrative work per week for the FAO Schwarz Family Foundation Fellowship program, including serving on a committee focused on recruitment, professional development, or event planning.

A successful candidate will have:

- Graduated from a 4-year accredited undergraduate program in the 2021-2022 academic year.
- An interest in pursuing teaching, museum education, youth and/or community work as a career. Past museum experience not required.
- Demonstrated experience working well with people and in public speaking. Experience teaching, tutoring, or leading youth programming a plus.
- Knowledge and interest in STEAM and the arts. Familiarity with classroom curriculum and educational standards a plus.
- A demonstrated commitment to inclusion and diversity and a passion for advancing equity and addressing structural racism within nonprofit organizations.
- Exceptional organizational and communication skills.
- The ability to teach in multiple languages is welcome.
- Appreciation for pursuing new and creative ideas, and actively seek collaboration with colleagues.

BENEFITS

The FAO Schwarz Family Foundation Fellow will receive a salary of \$35,000 in the first year, and \$38,000 with a \$2,000 bonus in the second year. The Fellow will receive health benefits, including medical, dental, and vision coverage. Health premiums will be covered by the Museum for a total compensation package of \$90,000 over the two-year fellowship period. Fellows will receive travel expense towards public transportation and are eligible to participate in the Museum's retirement plan. Additionally, the Museum offers voluntary benefits including FSA, HAS, life insurance, pet insurance, critical care, and accident insurance. All fellows will have access to the Museum's Employee Assistance Program (EAP).

The Museum has a generous paid time off policy, and fellows will be eligible for 12 sick days per year, vacation, personal time, and 12 holidays.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

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. Remote work is possible on occasion. Onsite work at the Museum's main building located at 1220 Fifth Avenue will take place between the Monday – Friday, generally 9-5 pm. The position may require some work in evenings or weekends based on program needs.

Full vaccination against COVID-19: in accordance with NYC Executive Order 225 and applicable law, all museum employees are required to be vaccinated. Reasonable accommodations may be made upon request in accordance with applicable federal, state, and local law.

HOW TO APPLY

Interested graduating college seniors or recent graduates for the 2021-2022 academic year, should submit their resume and cover letter at <https://www.faoschwarzfellowship.org>. To be considered, all applications are due by February 10, 2022.

All FAO Schwarz Family Foundation Fellows are expected to begin their service on or before September 6, 2022.

Interested candidates should review the Museum of the City of New York's website and the Museum's educational offerings at www.mcny.org

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. The Museum is an AAP employer.