

## **Manager of Student Learning and Experience**

*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 this newly reimagined position at the Museum of the City of New York, the Manager of Student Learning & Experience will develop dynamic programming that creatively engages K-12+ students with the stories of New York City through a wide variety of lenses, including history, the arts, activism, social justice, STEAM (STEM + Arts), and civic engagement. The ideal candidate will demonstrate a commitment to inclusion and diversity and a passion for advancing equity within nonprofit organizations. Reporting to the Director of the Frederick A.O. Schwarz Education Center, they will have the opportunity to reimagine the Museum's onsite field trip experience while continuing the Museum's successful virtual student programs and deepening school partnership programs. As a member of the Museum's larger Education and Engagement team, they will also collaborate with colleagues and youth on new initiatives for in-school and out-of-school time programs in virtual, onsite, and community spaces that foster shared meaning-making and critical thinking skills. Through their efforts, they will actively contribute to the future of the city by engaging learners in examining the city's past so that they may better understand the present and envision their role in shaping the future.

A key responsibility will be hiring and mentoring a team of educators who will facilitate high-quality, student-centered experiences. The Manager of Student Learning & Experience 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 Manager of Student Learning & Experience will also ensure student 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.

To learn more about some of the Museum's recent education initiatives, visit: [www.mcny.org/education](http://www.mcny.org/education)

The annual salary range for the position is \$58,500 - \$60,000.

### **Roles and Responsibilities:**

- Mentor and supervise teaching staff and develop an equitable recruitment and hiring plan
- Plan strategic initiatives for the Museum's student programming, in collaboration with the Director of Education
- Develop, manage, and lead field trips, virtual student workshops, and in-school programs for the Museum's K-12+ audiences
- Conduct evaluation for student programs and adapt programs in response to feedback
- Grow and maintain relationships with local schools and partner organizations, including the New York City Department of Education

- Work closely with the Director of Education and the Vice President, Education and Engagement on Education and Engagement initiatives, including five-borough programming, direct integration of MCNY educational resources into citywide 4th grade curriculum, and social impact programming
- Collaborate with the Museum's curatorial team and advisors on ongoing and special exhibitions
- Coordinate with colleagues in all departments to ensure program success, including Development (fundraising), Marketing, Collections, and Building Services
- 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
- Encouraged to present at conferences and network with museum education and non-profit education professionals
- Other duties as assigned

**A successful candidate will have:**

- A minimum of 1-3 years in a supervisory role and the ability and desire to supervise teaching staff and provide constructive, supportive feedback
- Knowledge of child development, historical thinking skills, student group facilitation, and the CRSE framework (or similar)
- Demonstrated success in working directly with K-12 students in a museum, educational non-profit, and/or school setting
- Experience developing curriculum or educational materials for student audiences
- Excellent verbal and written communication skills, ability to effectively communicate in person, via phone and email
- Excellent editing and writing skills and attention to detail
- The ability to manage multiple projects and concurrent deadlines
- The desire to work in and contribute to a collaborative, supportive environment
- Experience teaching virtually
- Familiarity with Microsoft Office Suite, Microsoft Teams, Microsoft SharePoint, Zoom, Altru, and/or Google Meet a plus.

**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 include the Museum's galleries and classroom spaces. The position requires offsite work in schools and other locations throughout the five boroughs and virtual teaching.

**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. Regularly lift and transport education materials, including boxes of paper, guidebooks, and art supplies, ability to lift a minimum of 20 lbs. unassisted. Frequently travel to offsite locations throughout the five boroughs, including schools. Regularly remain stationary at, converse through, and use a computer for significant periods of time. The

position requires visual acuity to see a computer monitor screen and use fine motor skills to keyboard. The position requires the capacity to troubleshoot and manage multiple projects with ease and calm.

In accordance with applicable law, as a term and condition of employment, all candidates must present full vaccination against COVID-19. Reasonable accommodations may be made upon request to Human Resources in accordance with applicable federal, state and local law.

## **Benefits**

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

## **HOW TO APPLY**

Please email your resume and cover letter in pdf format to the Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Manager of Student Learning and Experience** within the subject line of your email. Please include a sample (PDF) or link to curriculum or student-facing content you have developed.

*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.*