

### **Education and Engagement Fellows (PT, Temporary)**

*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 seeks two Education and Engagement Fellows to join the Frederick A.O. Schwarz Education Center to provide interactive experiences for K-12 audiences. Ideal candidates will be passionate about working with students and youth and interested in gaining experience and honing their teaching skills through direct service work. Education Fellows 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. Ideal candidates will be passionate about sharing a wide variety of stories about New York City, including the stories of communities and individuals whose voices have traditionally been marginalized in historical narratives. E&E Fellows, along with all their colleagues in the Museum's Education and Engagement departments, will demonstrate a commitment to diversity, equity, and inclusion, and a passion for advancing equity and addressing structural racism within nonprofit organizations.

Education Fellows will lead field trips and student experiences in the Museum of the City of New York's innovative gallery spaces and through virtual teaching. Field trips use the Museum's exhibitions, collections, and educational materials to provide engaging, memorable, and magical programs for K-12 students. The Museum is committed to excellence in teaching and stresses high-quality, interactive, and learner-driven programming for students. Field trips are interdisciplinary and bring together history, art, and STEM. Educators support learners in gaining the skills of museum literacy and historical inquiry, and are trained to facilitate discussion through object inquiry, close observation of artifacts and visuals, and other interactive engagement techniques.

Education Fellows will also work alongside the Museum's Education and Engagement Staff on additional projects, including school partnerships, professional learning workshops for teachers, family and community events, and social impact programming.

Fellows will participate in a rich variety of training and professional development experiences. An ideal role for people who are curious and passionate learners, Fellows will gain a deep understanding and appreciation of a wide variety of topics, including food system sustainability and food justice, social activism movements, and the themes throughout NYC's past and present of money, density, diversity, and creativity. Fellows report to the Education Manager of Student Learning and Experience and work closely with peer educators and others in the E&E departments at the museum. Fellows will have ongoing and frequent opportunities to collaborate and share ideas with colleagues to create programming that supports students in seeing themselves in the spectrum of New York City history and becoming engaged residents of the city.

Education Fellows are paid \$25/hour for 18 hours per week, three days per week from 9am-4pm. Preference will be given to candidates who can work on Tuesdays and Wednesdays and one additional day (Monday, Thursday, or Friday). This is a 9-month contracted position from October 3, 2022 – June 30, 2023. Some limited weekend and evening work is expected, with prior confirmation of availability.

Please note that all educators will be required to be fingerprinted through the New York City Department of Education. This cost is covered by the Museum.

**Roles and Responsibilities:**

- Teach high-quality, engaging, and interactive field trips and programs for K-12 audiences
- Participate in and contribute to training and discussions around to group engagement, which may involve content, pedagogy, and best practices for distinct populations
- Incorporate new skills and learning into their teaching and participate in reflective teaching practices
- Ensure programs and content are in alignment with the Culturally Responsive-Sustaining Education (CRSE) framework, ensuring that the Museum 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
- Create spaces for shared meaning-making, exploration, and the exchange of ideas
- Handle day-of program logistics, including setting up before and cleaning up after group visits and ensuring program participants complete check-in and evaluations
- Support Education and Engagement colleagues in developing and delivering educational programs and initiatives, including events for teachers, family and community members, teens, youth, and adults and educational media and curriculum projects
- And other duties as assigned

**A successful candidate will have:**

- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- Excellent communication skills and enthusiasm for working with school children
- Previous teaching experience or experience working with K-12 audiences in a direct service capacity
- Interest in and enthusiasm for teaching NYC history
- Prior experience teaching in a museum setting or classroom is valued, but not required
- Experience and comfort using digital communication platforms (Zoom, Google Meet, etc.)
- A growing ability to communicate complex historical concepts with audiences of all ages
- 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 and Engagement Fellows work a fixed three-day a week schedule with occasional weekend or evening work required. Work is primarily onsite at the Museum, in an open office plan setting and the Museum's gallery spaces, with teaching also taking place via Zoom and other digital learning platforms. 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:**

- \$25/hour for 18 hours/week
- Sick leave
- 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). To be considered, please include **Education and Engagement Fellows** 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.*