

Public Programs 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.

The Public Programs Fellow plays a critical role in creating, producing, and publicizing the department's ambitious slate of public programs for adults. In collaboration with the Coordinator, Public Programs and reporting to the Assistant Director, Public Programs, they are responsible for carrying out the day-to-day operations of the department, with a primary focus on developing essential media and digital assets for the department.

The Public Programs Fellow provides essential support working with other Museum departments and contributing to the planning and production of individual programs and ongoing series— developing high-quality marketing materials and assets for public programs, as well as directly supporting day-of-event production, ensuring the highest quality of program experience for Museum visitors (both virtual and in-person).

The Museum of the City of New York is entering a pivotal moment in the Museum's history and the Public Programs Fellow will serve a key role in the department as the Museum begins to celebrate its centennial celebrations this year.

Roles and Responsibilities:

- Coordinate the digital media aspects of on-site and virtual public programs, including but not limited to:
 - Assist in the creation, editing, and monitoring of event web pages on MCNY's website for all Public Programs events throughout the calendar year, including generating event description copy, event images, and any instructional language for attendees.
 - Create and send email newsletters to Public Programs attendees using Mailchimp on a weekly basis.
 - Prepare and distribute all necessary collateral (playbills, posters, etc.) and event materials (Power Point slides, etc.) for Public Programs events.
 - Assist in creating and managing event ticketing links and registration for Public Programs events.
 - Assist with on-site coordination of in-person programs as well as virtual programs.
 - Act as point person for tech needs for events, manage sound check, communicate with IT and A/V consultants.
 - Provide customer service before, during, and after events.
 - Assist in coordinating set-up and breakdown of events as needed (virtually and in-person) working with the Facilities and Events departments.
 - Welcome speakers and attendees, being an on-site point person for logistical requests.
 - Work closely with department interns and Museum staff at events to ensure smooth operation and excellent customer service.

- Coordinate the administrative aspects of on-site and virtual public programs, including but not limited to:
 - Maintain and organize digital library of media assets for Public Programs department.
 - Work closely with the marketing and communications team to increase public program attendance by marketing programs through printed, electronic, and social media outlets.
 - Work closely with the graphic design team to coordinate and produce customized collateral marketing materials.
 - Support the development of the department's several seasonal program calendars, both in printed and digital form, from inception to completion.
 - Support Director in development of public programs by conducting research and providing feedback on program scheduling.
 - Participate in the Museum's weekly operational calendars and event meetings.
 - Contribute to development of regular reports and analysis following events to research and provide insight on departmental finances and audience metrics using Microsoft Excel and the CRM software Altru.
 - Support customer relations for programs via phone and email.

A successful candidate will have:

- Enthusiasm for New York City history, arts, and culture.
- Four-year undergraduate degree or the equivalent combination of education/experience.
- Excellent organizational skills, including problem-solving, multitasking, and the ability to work under pressure and meet deadlines.
- Experience in public programming, community engagement, public relations, or digital media development, preferably at a cultural institution.
- Strong experience crafting and executing newsletters via Mailchimp or other related databases.
- Ability to develop collaborative relationships and partnerships both externally with other organizations to facilities public engagement as well as interdepartmentally within the Museum.
- Superior written and verbal communication skills.
- Demonstrated skills working in Adobe InDesign, Photoshop, or equivalent applications.
- Ability to address the public and interact on a professional level with guest speakers, scholars, authors, dignitaries, and others.
- Excellent computer skills, including Word, Excel, PowerPoint, and Zoom, and hands-on experience with CRM databases (such as Altru) a plus.
- Experience working in video editing software (such as Adobe Premiere) is preferred.

MCNY is committed to a diverse and inclusive work environment. Studies show that candidates from marginalized or underrepresented groups often feel they must meet or exceed all of the qualifications to apply, when in reality a successful candidate has many but not all of the qualities listed in the job posting. We encourage you to apply if you meet many of the skills outlined above and have the desire and capacity to learn the rest on the job.

Working Conditions:

- While performing the essential functions of the job, the Public Programs Fellow works Monday-Friday with regular evening work 1-2 times per week (Monday – Thursday). Occasional Friday evening and weekend work may be required.

Physical Requirements:

While performing the essential functions of the job, the employee is regularly required to:

- 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.
- Stand, traverse, or remain stationary in museum public (event) spaces for long periods of time.
- Lift up to 20 lbs. of materials in preparation for events.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation and Benefits

Job Type: Full-Time - Temporary

This is a full-time position with a **Two-year Term**. The salary for this position is \$50,000. MCNY offers an excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. Employees can also enjoy 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. To be considered, please include **1001PPF** 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.