**Education Manager, Professional Learning**

*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 Education Manager, Professional Learning is an essential member of the Museum’s Frederick A.O. Schwarz Education Center and will be responsible for developing curriculum and leading high-quality, interactive, and learner-driven workshops, courses, and tours for K-12 educators and teachers that are aligned with best practices in history, art, and/or civics education. The ideal candidate will have direct experience facilitating professional learning programs and developing content for K-12 educators in a museum, school, or educational non-profit setting. They will demonstrate a commitment to diversity, equity, and inclusion, a passion for advancing equity and addressing structural racism within nonprofit organizations, and a familiarity with Culturally Responsive-Sustaining Education (CRSE) or similar frameworks. In a highly collaborative role, they will work closely with colleagues in the Education Center responsible for student, family, community, and youth programming, as well as with colleagues in the curatorial, collections, and marketing & communications departments and guest scholars, artists, and community advisors. This is a full-time, regular position will report directly to the Director, Frederick A.O. Schwarz Education Center.

**Roles and Responsibilities:**

- Develop and lead in-person and virtual programs for K-12 educators, including workshops, tours, and P Credit/A+ courses
- Develop lesson plans and supplemental curriculum materials for publication on the museum’s website and distribution to educators, in collaboration with content experts
- Continue to build a community of K-12 educators who feel valued, respected, supported, and excited by the Museum’s offerings
- Pilot a Teacher Advisory Committee and evaluate the utility and sustainability of the project
- Source and coordinate guest speakers, artists, and facilitators to ensure that a wide range of voices and expertise are represented in all materials and programs
- Maintain strong relationships with the New York City Department of Education, local schools, colleges, and partner organizations
- Maintain prompt, professional communication with constituents and manage the email inbox for professional learning
- Evaluate programs and adapt offerings in response to participant feedback
- Supervise and mentor fellows and staff assigned to professional learning
- Serve on exhibition planning teams for ongoing and special exhibitions
- Write program reports and contribute to proposals and reports prepared by the Development department
- Perform other duties as needed

**A successful candidate will have:**

- Demonstrated success in working directly with educator/teacher audiences
- Experience developing curriculum or educational materials for K-12 audiences
- Experience editing and/or providing feedback on lesson plans, essays, and written assignments
- Advanced Degree or commensurate experience in Museum Education, Public History, Education, History, American Studies, Art History, or relevant field
• The ability to adhere to deadlines and manage multiple projects simultaneously
• A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
• 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
• Excellent written and verbal communication skills
• Experience with Microsoft Office preferred
• Bilingual/multilingual skills welcome

Physical Requirements & Work Environment

While performing the essential functions of the job, the employee is regularly required to remain in a stationary position 50% of the time and be able to traverse through the office and museum gallery environment. Operate standard office equipment including computers and keyboards for extended periods of time, including substantial movements of the wrists, hands, and/or fingers. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading. Occasionally work outside events with weather conditions including heat and cold. Travel to offsite locations throughout the five boroughs, including schools. Exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Candidates must be available to work a fixed five-day week schedule, Monday-Friday, with occasional weekend or evening work required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BENEFITS

The salary for this position is **$65,000**, commensurate with experience. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

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 **Education Manager, Professional Learning** within the subject line of your email.

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.

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, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.