



## **FAO Schwarz Foundation Fellow 2024-2026**

*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 FAO Schwarz Foundation 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. The FAO Schwarz Fellow 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 2024-2026 FAO Schwarz 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 2024 to August 2026 and is open to candidates graduating in the 2023-2024 academic year. This is a full-time, temporary position that reports directly to Manager, Student Learning and Experiences. This position is based in New York City.

### **Roles and Responsibilities:**

- 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.
- Participate in advancing 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.
- Perform other duties as needed

### **A successful candidate will have:**

- Graduated from a 4-year accredited undergraduate program in the 2023-2024 academic year.

- An interest in pursuing teaching, museum education, youth and/or community work as a career.
- Demonstrated experience working well with people and in public speaking.
- Knowledge and interest in STEAM and the arts.
- The ability to teach in multiple languages is welcome.
- 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

### **Physical Requirements & Work Environment**

Must be able to remain in a stationary position 50% of the time and able to traverse through office and museum gallery environment. Requires the ability to operate standard office equipment including computers and keyboards for extended periods of time. Exerting 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. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. On occasion, the employee may be required to work outside events with weather conditions including heat and cold. Requires travel to offsite locations throughout the five boroughs, including schools.

Candidates must be available to work a five-day week schedule, with occasional weekend or evening work required.

### **BENEFITS**

The FAO Schwarz Family Foundation Fellow will receive a salary of \$40,000 in the first year and \$45,000 in the second year. The Fellow will receive a starting bonus of \$2,000 and an additional bonus of \$3,000 at the end of year 2. The Fellow will receive full health care benefits, including medical, dental, and vision coverage and travel stipend towards public transportation.

We provide Vacation and Sick Leave on an accrual basis to all employees. Your employment relationship with the Museum qualifies you for free or discounted admission to other participating cultural institutions.

### **HOW TO APPLY**

Interested graduating college seniors for the 2023-2024 academic year, should submit their resume and cover letter at <https://www.faoschwarzfellowship.org/museum-of-the-city-of-new-york/>. To be considered, all applications are due by February 5, 2024.

All FAO Schwarz Family Foundation Fellows are expected to begin their service on or before September 3, 2024.

Candidates should review the Museum of the City of New York's website and the Museum's educational offerings at [www.mcny.org](http://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, 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.*