



Vice President, Programs & Education

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 first city museum in the United States, MCNY serves up to 320,000 people annually and holds a 750,000-object collection, including significant New York City prints, photographs, documents, and paintings; decorative arts; costumes; and theatrical memorabilia. Best known for experiences that connect New York's history with current events, exhibitions include New York at Its Core, the largest permanent exhibition exploring New York's history; Activist New York, a permanent exhibition about civic engagement; and, This is New York, a currently running show that considers how New York has been portrayed in art and popular culture.

The **Vice President, Programs & Education** is an essential member of the executive team that will be responsible for curating public programs and K-12 learning, drive visitorship, activate galleries, and extend the reach of the Museum's exhibits and collections. A key member of the Museum's executive team, the Vice President participates in setting content and operational strategy for the institution. 6-8 full-time staff members plus fellows and part-time educators in two departments:

- The Frederick A.O. Schwarz Education Center serves roughly 30,000 students, educators, and caregivers annually through programming including field trips and weekend family activities, and produces educational content for web and print publication.
- Public Programs, serving approximately 10,000 people annually through public programs and community engagement activities.

This is a full-time, regular position that reports directly to the Museum Director and President. This position requires the ability to travel as needed.

Roles and Responsibilities:

Program Leadership

- Establish long-range vision, annual goals, operating plans, and budgets for education, public programs, and visitor engagement
- Design and implement engagement, education, and learning opportunities for all ages that:
 - Align with the Museum's Mission, Strategic Plan, and organizational priorities
 - Leverage and connect with MCNY exhibits, collections, and intellectual assets
 - Create visibility for the Museum and position the Museum as a thought leader in history, culture, education, and current events
 - Meet and grow visitorship and revenue targets, creating programs that contribute to driving overall Museum attendance
 - Incorporate instructional best practices to achieve learning outcomes for a range of stakeholders including children, students, teachers, and adults
 - Educate, inspire, and engage audiences through a variety of formats and platforms
- Oversee design and development of all education programs including field trips, teacher professional development, and other outreach initiatives
- Curate 6 to 10 annual evening events featuring "bold-face name" New Yorkers discussing relevant and interesting topics
- Collaborate with Museum colleagues in the Curatorial, Collections, Visitor Services, and other departments to create a coherent and shared learning experience for all visitors

- Project manage inter-departmental and Museum-wide programming initiatives and community-engagement events, such as Museum Mile and Uptown Bounce, and ensure that departments are working together towards common goals
- Develop and manage partnerships with stakeholders, including cultural institutions, educational professionals, community groups & leaders, government agencies, and funders
- Develop evaluation tools and monitor program success and impact
- Develop marketing strategies in collaboration with Marketing and Communications staff
- Cultivate ongoing relationships with potential funders and donors

Team Leadership, Administration, & Operations

- Establish annual goals, objectives, and priorities for the department and direct reports, including revenue and visitorship targets
- Maintain the \$800K budget for the department and think strategically about the resources needed for sustainability and growth
- Develop and support the Education and Public Programs staff through ongoing mentoring, meetings, performance evaluation and professional development
- Assess hiring needs for the department
- Represent the department at Senior Staff and Board of Trustees meetings and provide thought leadership by presenting at conferences and events for the field
- Work with the Development team to identify and apply for funding opportunities from individual, government, foundation, and corporate sources, and participate in donor cultivation meetings and events
- Manage the department's grants and awards
- Collaborate with the Museum Director, CFO, and project staff to manage program budgets
- Perform other duties as needed

A successful candidate will have:

- Bachelor's degree in education, history, urban planning, humanities, social sciences, or related field; an advanced degree is preferred
- At least seven years of educational or programmatic leadership experience in a senior role
- Track record of providing creative leadership to design and deliver impactful educational, public programming, and community building experiences at a cultural institution
- Passion for the history, cultures, and dynamism of New York City, and interest in exploring social, economic, and intellectual issues facing the city
- Knowledge of current and cultural affairs and networks connected with these topics
- Robust knowledge of practices in program design, evaluation, and curriculum development
- Ability to curate and evolve "big ideas" into reality within budgetary parameters
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- Commitment to working with children and families, and experience working with diverse audiences and cultures in authentic and meaningful ways
- Excellent interpersonal skills and ability to establish rapport and cultivate relationships across all levels of the organization, including with staff, colleagues, and Trustees
- Ability to foster trust and collaboration among team members, and to manage through change with flexibility, poise, and a sense of humor
- Willingness and ability to serve as an ambassador for MCNY with external stakeholders, including but not limited to government, community, media, and funding partners

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.

As a place-based institution, MCNY is primarily an in-person work environment. The Museum requires staff to work three days onsite weekly, including Wednesday and Thursday, as well as be present for any in-person meetings or events on any day of the week. Currently, staff may work remotely up to two days a week with supervisor approval. This policy may change at any time. The Vice President role requires some weekend and evening work.

BENEFITS

The salary range for this position is \$150,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. Your employment relationship with the Museum qualifies you for free or discounted admission to other participating cultural institutions.

Currently, MCNY operates on a hybrid schedule, with three days required in the office (including Wednesdays and Thursdays) and the possibility for occasional remote work (no more than two days a week) as job requirements allow and with supervisor approval.

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 **VP, Programs & Education** 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, 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.