



### **Coordinator, Family Programs - WEEKENDS**

*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 Coordinator, Family Programs is an essential member of the Education team that will be responsible for designing and facilitating interactive experiences for intergenerational audiences. The primary focus will be to develop and lead drop-in activities on Saturdays and Sundays that activate the Museum's public spaces and galleries. Activities will be designed and geared towards children ages 3-12 and their families and open to participants of all ages. The Coordinator will play a key role in creating a warm and welcoming environment in the museum and engaging with audiences including local community members, New Yorkers from across the five boroughs, and visitors from around the world. The Family Programs Coordinator will fulfill the Museum's Education and Engagement mission and contribute to the future of the city by engaging intergenerational learners in examining the city's past so that they may understand the present and envision their role in shaping the future. The Coordinator will work closely with a part-time Family Programs Museum Educator to deliver weekend programs. This is a part-time, regular position that reports directly to Assistant Director, Student and Family Learning.

#### **Roles and Responsibilities:**

- Facilitate high-quality, engaging, and interactive drop-in activities and workshops for intergenerational audiences
- Develop monthly family program strategy in collaboration with the Assistant Director of Student and Family Learning, and in consultation with the Education Director
- Oversee part-time educators for weekend family programs
- Coordinate with outside stakeholders, when needed, to support the successful delivery of family programs
- Handle day-of program logistics, including setting up before and cleaning up after each session, ensuring participants complete evaluations, and documenting attendance and supply inventory
- Communicate with Museum staff and volunteers, including Visitor Services, Facilities, and Security team members, in advance and on the day of programs to ensure smooth event flow and build awareness of family activities
- Participate in and contribute to training and discussions around family engagement, which may involve content, pedagogy, and best practices for distinct populations
- Incorporate new skills and learning into their facilitation and participate in reflective facilitation practices
- Ensure programs and content are in alignment with the Culturally Responsive-Sustaining Education (CRSE) framework, ensuring that the Museum provides and supports learner-centered environments that affirm racial, linguistic, and cultural identities
- Create spaces for shared meaning-making, exploration, and the exchange of ideas
- Perform other duties as needed

#### **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
- Previous teaching experience or experience working with intergenerational audiences in a direct service capacity

- Experience working with children ages 3-12
- A creative approach to designing hands-on activities related to the Museum's exhibitions and NYC history, arts, and culture
- Ability to work with stakeholders and share authority in planning programs
- Excellent communication skills, both written and verbal, specifically with school children
- Experience and comfort using digital communication platforms (Zoom, Google Meet, etc.)
- Fluency in Spanish is valued, but not required

### **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.

Candidates must be available to work in-person on both weekend days and an additional up to 8 hours (hybrid) during the week. Occasional weekday work possible.

### **BENEFITS**

This position is paid at \$30 per hour for up to 20 hours per week. 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**

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 **Family Programs Coordinator** 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.*