



Museum Educator

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 Museum Educator is an essential member of the Education team that will be primarily responsible for providing interactive learning experiences for K-12 audiences in the Museum's gallery, classroom, and virtual programs, aka field trips. When they are not leading field trips, the Museum Educator is responsible for completing other Education projects as assigned, including administrative support, answering emails, developing and facilitating workshops and tours for family, educator, and other audiences, staffing MCNY events, and working at occasional offsite locations, including schools. Educators fulfill the Museum's Education and Engagement mission and contribute to the future of the city by engaging learners in examining the city's past so that they may understand the present and envision their role in shaping the future, and must demonstrate a commitment to diversity, equity, and inclusion. This is a part-time, regular position that reports directly to Assistant Director, Student and Family Learning.

Roles and Responsibilities:

- Teach high-quality, engaging, and interactive field trips and programs for K-12 audiences
- Perform administrative support duties, including answering email and phone inquiries, processing and sending invoices, and supporting staff scheduling
- Participate in and contribute to department training and discussions around group engagement, which may involve content, pedagogy, and best practices for distinct populations
- Incorporate new skills and learning into their teaching and participate in reflective teaching practices
- Ensure programs and content are in alignment with the Culturally Responsive-Sustaining Education (CRSE) framework
- Create spaces for shared meaning-making, exploration, and the exchange of ideas
- Handle day-of program logistics, including setting up before and cleaning up after field trips and ensuring program participants complete check-in, attendance, and evaluations
- Support Education colleagues in developing and delivering educational programs and initiatives, including events for teachers, family and community members, teens, youth, and adults and educational media and curriculum projects
- 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 K-12 audiences in a direct service capacity
- Interest in and enthusiasm for teaching NYC history
- Prior experience teaching in a museum setting or classroom is valued, but not required
- A growing ability to communicate complex historical concepts with audiences of all ages
- The ability to lead programs and/or engage with audiences in languages other than English is welcome, but not required

- 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 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. Requires travel to offsite locations throughout the five boroughs, including schools.

BENEFITS

This position is paid at \$25 per hour for up to 29 hours per week. We provide 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. To be considered, please include **Museum Educator** 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 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.