



Manager, Field Trip Experiences

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 Manager, Field Trip Experiences is an essential member of the Education team plays a pivotal role in bringing dynamic, educational experiences to life for school and camp groups. This position is primarily responsible for the seamless coordination and fulfillment of all field trips, including scheduling, logistical support, and ensuring exceptional teaching quality. The Manager collaborates closely with cross-departmental teams to guarantee the smooth processing of groups and maintain accurate data tracking and reporting. In addition to overseeing logistics, the Manager will also take the lead on guiding field trips when needed, depending on scheduling and educator availability. This is a full-time, regular position that works in tandem with the Assistant Director of Student and Family Learning and reports directly to the Director of Education.

Roles and Responsibilities:

- Serve as the primary point of contact for teachers and schools, handling all email and phone communications related to field trips.
- Oversee the creation of reservations for school programs and manage the Museum's calendar, ensuring optimal use of galleries, classrooms, and other spaces.
- Organize and process both in-person and virtual field trip groups, including the preparation and distribution of invoices, confirmations, and pre-visit information.
- Maintain and manage student program data, track attendance, handle finances, and generate regular reports to monitor program success.
- Attend and contribute to meetings with various departments to facilitate the smooth operation of field trips.
- Oversee the day-to-day logistics of field trip groups, including coordinating with part-time Museum Educators to ensure coverage and smooth group flow.
- Manage the financial aspects of student programs, including income tracking and securing, and collaborate with accounting to ensure accurate monthly revenue reconciliation.
- Lead K-12 field trips and other educational programs as needed, participate in educator training sessions, and support the Assistant Director, Student and Family Learning in providing coaching and feedback to educators.
- Contribute to the advancement of Inclusion, Diversity, Equity, and Access (IDEA) goals, as well as the Museum's broader strategic plan, through collaborative work with colleagues and engagement with the visiting public and community.
- Perform other duties as needed

A successful candidate will have:

- At least 2 years of experience in coordinating programs or events, with a preference for those who have worked with schools or youth groups.
- A Bachelor's degree or equivalent experience.
- Experience in teaching or working with young people across various age groups.
- Prior experience in scheduling is highly desirable.
- Excellent verbal and written communication skills, both in person and through phone and email.
- Strong customer service skills, with a demonstrated comfort and ability in interacting with the public.
- Exceptional attention to detail and top-notch organizational skills.
- Proven ability to stay calm and efficient under pressure, particularly in meeting deadlines, managing multiple high-volume tasks and projects, and manage concurrent deadlines effectively.

- Familiarity with the New York City Department of Education is a plus.
- 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 be responsive to changing needs and circumstances.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations

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. Requires availability to work a 9:00am-5:00pm schedule from Monday to Friday with occasional weekend or evening work.

BENEFITS

The salary for this position is \$64,350. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays. Your employment relationship with the Museum qualifies you for free or discounted admissions 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 **Manager, Field Trip Experiences** 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.