

NEW YORK TRANSIT MUSEUM

POSTING DATE: August 2024
JOB TITLE: Museum Educator
SALARY: \$20 per hour (\$80-\$100 per day, 4-5-hour shift)
HOURS: Part-time, approximately 3-5 shifts per week
Wed-Fri, 9:30am-2:30pm & Sat and/or Sun, 10:30am-2:30pm
(Shifts subject to change due to bookings and weekend programs.)

SUMMARY:

The New York Transit Museum presents dynamic, accessible, and inclusive exhibitions and programs that tell stories about mass public transportation and the people who make it possible. As the MTA's official repository, the Museum connects transit to its broad public, creating educational experiences related to science, technology, arts, and the humanities. The Museum's locations in an authentic 1936 Downtown Brooklyn subway station and Grand Central Terminal are sites for conversations about how mass transportation makes New York City and the region great by ensuring mobility, accessibility, sustainability, and a vibrant civic life for all.

OVERVIEW:

The Museum's educational programs focus on the history of our region through the lens of public transit and span a variety of topics that connect to many disciplines, including history, science, and the arts. Museum Educators primarily lead inquiry- and discussion-based school tours and workshops onsite on weekdays, and youth and family programs on select weekends. Educators lead school group tours and programs, adult group tours, and family programs. Museum Educators are also part of a roster of staff that assist with onsite public programs, offsite tours to behind-the-scenes locations and vintage train rides, birthday parties, and large-scale festivals. Museum Educators are familiar with best practices in informal education, object-based learning, and visual thinking strategies, and can lead relevant, engaging, experiences for different ages on a variety of themes. This position reports to the School, Youth and Group Program Manager.

RESPONSIBILITIES:

- Lead inquiry-driven, curriculum-aligned educational group tours (Pre-K–12th Grade, College, Adult, Adult Seniors), and hands-on workshops.
- Review information in advance about groups and modify the experience accordingly.
- Group management skills.
- Lead youth and family programs/workshops.

- Occasionally lead and/or assist with educational programs across the Education Department including access programs, birthday parties, teacher programs, family programs, and public programs and events.
- Support the development of materials and strategies that enable accessible, inclusive, and multi-modal experiences.
- Prepare program supplies for tours and workshops.
- Contribute to new programs and initiatives.
- Attend department meetings and trainings to ensure continued growth and professional development.

WORK SCHEDULE:

- This is a part-time, nonexempt position. Educators can expect to work approximately 15-20 hours per week, subject to seasonal changes and group demand.
- Weekday shifts are 9:30 am – 2:30 pm. Weekend shifts may occur between 10:30 am and 3:00 pm.
- Educators should be available a total of 4-5 days per week (Wednesday-Friday), and 1-2 weekend days (Saturday and/or Sunday).
- Educators attend regular paid meetings and trainings.

COMPENSATION:

\$20/Hour; Museum Educators typically work a five-hour shifts on the weekdays and may lead 1-3 tours during that period depending on group bookings. Also, they typically work 1-2 four-hour shifts on the weekends to facilitate family programs. Museum Educators may also welcome visitors, facilitate activity carts, conduct research, and assist with program and supply preparation.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience in a museum or informal learning environment working with school and youth programming (PreK–12th grade).
- Understanding of museum education theory and practice.
- Interest in learning about New York City curriculum and standards.
- Knowledge of and/or interest in New York City transportation history. Prior knowledge is not necessary.
- Work experience equivalent to a four-year degree in education, museum studies, history, science, humanities, or urban planning.
- The ability to lead programs and/or engage with audiences in languages other than English is welcome, but not required.
- The ability to stand, walk, and navigate stairs for extended periods of time.

APPLICATION:

Please email a cover letter and resume to **education@nytransitmuseum.org** with the subject **Part Time Museum Educator**. Due to high volume of applicants, only those who qualify for an interview will be contacted.

Museum Educators are employed by the Museum's non-profit affiliate, Friends of the New York Transit Museum.

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, disability, predisposing genetic characteristic, gender identity and expression, pregnancy, veteran or military status, marital/familial/partnership/caregiver status, status as a victim of domestic violence or stalking and/or sex offenses, or any legally protected basis. The Museum welcomes and encourages qualified candidates from all backgrounds to apply.