

**Human Resources
Job Posting**

Job Code: 0839**Position Number: 01004980****POSTING NO.:****POSTING DATE: 10/19/2017****EXPIRATION DATE: 11/18/2017**

JOB TITLE: Assistant Deputy Director, Education & Public Programs
SALARY RANGE: Min.: \$76,169 Mid.: \$95,211
HAY POINTS: 571
DEPT/DIV: New York Transit Museum
SUPERVISOR: Director, Transit Museum
LOCATION: New York Transit Museum, Brooklyn
HOURS OF WORK: 9:00 am - 5:30 pm (7 1/2 hours/day)

SUMMARY:

Provide creative leadership and vision for wide-ranging, high quality, compelling, and robust educational and public programs that complement, enrich and advance the Museum's exhibitions, collections, and mission; promote MTA's and its agencies' image, goals, accomplishments, initiatives, services, and public messaging; align with NYC and NYS education standards, and teacher demand for STEM/STEAM-related programming; fulfill the requirements of a special needs groups; and generally expand and engage the Museum's highly diverse audience.

Supervise and challenge the education department's staff and budget while leading the conceptualization, development and implementation of on-site and off-site programs for popular consumption, as well as specific programs for youths, seniors, people with disabilities, school and camp groups, community partners, etc. Identify, recruit, manage, schedule, and train part-time educators, special needs educators, costumed interpreters, interns and volunteers, and a broad array of contractors, partners, and other resources to successfully mount and support these programs. Establish and evaluate performance metrics for the programs. And provide content for digital and print marketing and promotion of the programs, to maximize participation, and promote the Museum and MTA.

As a senior manager, the incumbent is also a key-holder for the facility, and as such, is responsible for addressing myriad facilities, operations, staff and visitor issues as they arise, in addition to being responsible for financial transactions, safe access, etc. S/he is also central to the Museum's visitors' experience, not only because of the volume, diversity and quality of the Education & Public Programs Department's offerings, but also through her/his responsibility for a large percentage of the Museum's front line staff, and, as one of three administrators for the Museum's admissions, ticketing and memberships program and database.

RESPONSIBILITIES:**Excellence in Programming:**

Provide overall vision and goals (both short-term and long-term) for the Education Department. Steward excellence in all the Museum's programs and ensure they are relevant to a diverse and expanding audience; and, where applicable, meet NYC & NYS education standards, teacher demand for STEM/STEAM-related programs, NYCDOE standards for professional-credit programming, and the unique requirements of special needs groups. Develop and apply tools that measure the effectiveness of programs to ensure that educational goals are being met. Work closely with Curatorial and Exhibits Department to integrate exhibition content and Museum collections into education programs; and in reverse, contribute to the content and presentation of Museum exhibits. Oversee all details of Education Department program execution, assuring safety and security compliance for programs in the Museum and on MTA properties, and ensuring maximum attendance for Museum programs. Market and implement programs by developing compelling concepts, providing content for both digital and print marketing materials, and use the programs and marketing collateral to expand and strengthen the Museum's overall brand.

Museum & Departmental Leadership:

As a member of the Museum's senior staff and in close collaboration with the Museum Director, represent the Education Department within the larger context of the Museum, forging close collaborations with other departments, contributing to the Museum's overall growth and planning, and communicating Museum-wide issues and initiatives to the Education staff. The department should be a model of excellence within the Museum. Institute and maintain efficient departmental systems for oversight and on-going professional development of staff, ensuring the highest standards for staff productivity, collaboration, and professionalism. Recruit and provide direction for the many part-time educators and independent contractors overseen, including providing professional development and new opportunities that integrate with and advance Museum goals. Find a wide range of contractors with areas of expertise that augment staff experience. Areas include special needs educators, historians, creative personnel, and curriculum developers.

Increase Museum Accessibility:

Oversee the creation, implementation, and expansion of programs for people with disabilities. This includes developing new educational resources to accommodate different learning needs, making physical changes to educational and program spaces, training staff to work with visitors who have disabilities, and making sure all the Museum's programs are as accessible as possible to the broadest audience.

Program Expansion:

Direct significant expansion of education programs into schools, community organizations, and neighborhood and city-wide celebrations, which will require research, planning, and partnerships. New expanded programs will focus on the MTA's goals for educating future riders and furthering MTA messaging. Program growth outside the Museum's walls will be done in close collaboration with MTA.

Administrative Oversight:

Establish and manage departmental budget and goals, both short-term and long-term. Review monthly spending and program achievements, assess priorities and re-allocate departmental resources as necessary. Provide accurate statistics on program attendance and revenue for Museum monthly/annual reports and track the Education Department's growth.

KNOWLEDGE, SKILLS, AND ABILITIES:

Recognizable leadership skills in establishing goals and vision, motivating diverse teams to successful completion of tasks and projects.

Demonstrated ability to manage multiple projects and work independently with multi-department teams.

Fluency with databases and Excel, and proven facility with software used by institutions to track attendance, reservations and ticketing.

Excellent verbal and written communication skills. Writing samples required with application.

Outstanding interpersonal skills and judgment.

Experience / interest in the urban experience, sustainability, NYC history, transportation and non-traditional learning is a plus.

EDUCATION AND EXPERIENCE:

A bachelors' degree or equivalent combination of experience and education may be considered in lieu of a degree. Masters' degree in education, museum studies, or other relevant area preferred.

A minimum of 7 years of relevant work experience in education and/or programming, project management and staff supervision.

OTHER INFORMATION

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$95,534 (this figure is subject to change) per year or if the position is designated as a policy maker.

HOW TO APPLY

https://hcm.mvmta.info/psp/HCPRD/SELFSERVICE/HXMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JB_PST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=91484&PostingSeq=1

If you have trouble with the direct link, go to www.mta.info/employment, and click on Headquarters, Select "Agree," then Search by Job Title