

NEW YORK TRANSIT MUSEUM

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Position Number: 2 Education
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POSTING DATE: 1/29/18
EXPIRATION: Rolling

JOB TITLE: Visitor Services Facilitator
New York Transit Museum, Brooklyn, NY

OVERVIEW

The New York Transit Museum is seeking an outgoing and energetic Visitor Services Facilitator with demonstrated experience engaging children and adults. Through providing interactive programs and demonstrations and coordinating special events such as children's birthday parties, Visitor Service Facilitators are the first line of contact to provide museum guests with a welcoming and engaging experience which enables them to explore the cultural, social and technological history of public transportation in the New York metropolitan region.

HOURS

Part-time, Saturday and Sunday

OUR MISSION

The New York Transit Museum located on the corner of Boerum Place and Schermerhorn Street in downtown Brooklyn is dedicated to the collection, preservation, exhibition and interpretation of the cultural, social and technological history of public transportation in the New York metropolitan region, offering exhibitions, tours, educational programs and workshops.

COMPENSATION

Commensurate with experience

RESPONSIBILITIES

As part of a front line team, contribute to a welcoming visitor experience by greeting and orienting guests and ensuring the safety of the Museum's collections

- Become knowledgeable about the mission of the Transit Museum, the exhibits, content and collections contained therein and be enthusiastic, prepared and willing to share knowledge with museum guests.
- Proactively engage visitors on the Museum floor, encouraging their curiosity, and offering interpretive information to optimize their experience
- Assist in facilitating children's birthday parties using age-appropriate strategies
- Assist educational tours and hands-on workshops by:
 - o Preparation, set up, facilitation and wrap up
 - o Maintaining activity centers and supply inventory

- Attend program meetings and training sessions provided to insure consistency and clarity communicating with audiences in new and ongoing family programs.
- Provide support for other museum departments and programs, including preparing materials and assisting with special events.
- Contribute, as needed, to the development and implementation of new museum and visitor service initiatives.

PROFESSIONAL LEVEL: None specified

MINIMUM EDUCATION REQUIRED: High School Diploma

QUALIFICATIONS

- Enthusiasm, flexibility, and ability to work in a fast-paced, team-oriented environment
- Experience working with young children, especially in a museum or similar educational setting.
- Knowledge of child development and age-appropriate engagement strategies.
- Experience in providing team-oriented customer service.
- Preference given to candidates with experience conducting children's birthday parties
- Ability to communicate effectively with a large group of children and adults simultaneously in a fast-paced environment

HOW TO APPLY

Please e-mail letter of interest, resume and two professional references to:

virgil.talaid@nyct.com

Only candidates who are able to work the specific schedule outlined above and who closely fit the qualifications for this position will be contacted for an interview.