

NEW YORK TRANSIT MUSEUM

POSTING DATE:	October 18, 2018
JOB TITLE:	Part-time Museum Educator
SALARY RANGE:	Commensurate with Experience
HOURS OF WORK:	Approximately 16-20 hours per week, weekday and some weekend hours required. Applicant must be available to commit to Museum for entire academic year through June 2019.

SUMMARY:

Founded in 1976, the New York Transit Museum is dedicated to telling and preserving the stories of mass transportation – extraordinary engineering feats, workers who labored in the tunnels over 100 years ago, communities that were drastically transformed, and the ever-evolving technology, design, and ridership of a system that runs 24 hours a day, every day of the year. Housed underground in an authentic 1936 subway station in Downtown Brooklyn, the Transit Museum’s working platform level spans a full city block, is home to a rotating selection of twenty vintage subway and elevated cars dating back to 1904.

The Museum’s Education Department develops and implements programs and excursions for a wide range of visitors including schools, teens, seniors, and access programs, as well as a range of public programs. Part-time Museum Educators will primarily lead school tours and workshops but will also lead and support a variety of education programs as needed, including family programs, highlights tours, and public, drop-in multigenerational programs. Museum Educators provide visitors with a welcoming and engaging experience to explore the cultural, social and technological history of public transportation in the New York metropolitan region.

RESPONSIBILITIES

- Lead educational tours and hands-on workshops for visiting pre-K – 12th grade school groups on weekdays.
- In addition to working with school groups, lead, and/or assist with, a range of educational programming including adult programs, access programs, family programs, public highlights tours, storytelling and performances, and multigenerational drop-in programs.
- Work with educators and supervisors to provide an excellent experience for museum visitors.
- Use age-appropriate strategies to engage visitors and enhance their understanding of Transit Museum exhibits and collections.
- Prepare program supplies and materials; maintain Education Center following programs and workshops.

- Proactively engage visitors in Museum exhibits, encourage their curiosity, and offer interpretive information to optimize their experience.
- Attend department meetings and trainings to ensure continued growth and professional development.
- Provide support for other museum departments and programs, including preparing materials and assisting with special events when needed.
- Contribute, as needed, to the development and implementation of new education initiatives.
- As front-line staff, ensure the safety of visitors and collections.

QUALIFICATIONS

- Experience working with school-age children, especially in a museum or similar informal educational setting.
- Knowledge of child development.
- Strong communication skills and experience with customer service.
- Enthusiasm, flexibility, and ability to work in a fast-paced, team-oriented environment.
- Creativity and a sense of humor.
- Interest in New York City History, transportation, urban planning, STEAM education, or another related field a plus.
- Bachelor's degree required.

ABOUT THE NEW YORK TRANSIT MUSEUM:

The New York Transit Museum is the largest museum in the United States devoted to urban public transportation history, and one of the premier institutions of its kind in the world. The Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 40 years ago, the Museum, housed in a historic 1936 IND subway station in Downtown Brooklyn, has grown in scope and popularity. The museum also maintains a gallery annex at Grand Central Terminal, an archive and an off-site 14,000 sf collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

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

Application:

Qualified individuals interested in this job opening must apply by e-mail. **Resume and cover letter should be sent as .doc or PDF to Jennifer Kalter: jkalter@mtahq.org.** Specify subject as: **Part-time Museum Educator Posting**. Due to high volume of applicants, only those who qualify for an interview will be contacted.

Friends of the New York Transit Museum is an Equal Opportunity Employer.