

# NEW YORK TRANSIT MUSEUM

**POSTING DATE:** November 19, 2018  
**JOB TITLE:** Public Programs Manager  
**SALARY RANGE:** \$53,000 - \$58,000; commensurate with experience  
**HOURS OF WORK:** Full-time, 5 days/week Sunday -- Thursday; includes evening and weekend hours

## **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 1907.

The New York Transit Museum is seeking a dynamic individual to serve as the Public Programs Manager. The Museum’s on and off-site public programs highlight the Museum as a vibrant space for dialogue, scholarship, art, and engagement. The incumbent will develop and implement a broad range of adult public programs that support the Museum’s mission and enhance visitor engagement, appeal to a diverse visitorship, and build on a variety of entry points into the Museum’s exhibits and collection, from New York City history and mass transportation, to arts and design. Public Programs include on and offsite lectures, panel discussions, walking and behind-the-scenes tours, vintage train rides, author readings, and programs with visual and performing artists. This position will cultivate and maintain relationships with diverse and engaged audiences around the Museum’s content by envisioning, planning, executing, and evaluating an innovative roster of public programs. This is a key position within the Museum’s Education Department and one that works closely with the Assistant Deputy Director, Education and Public Programs, to establish goals for adult programs and audience growth, and assess ongoing initiatives to help shape a fresh and innovative calendar of programs. The Manager of Public Programs will work to develop relationships with other museums and cultural organizations for programming partnerships, and will work collaboratively across New York Transit Museum departments on programming initiatives.

## **Essential Functions**

- With the Assistant Deputy Director, Education and Public Programs, establish goals and audience objectives for innovative public programs that serve adults and support the Museum’s mission, and conceptualize the next phase in the Museum’s public programming for adults.
- With Assistant Deputy Director, develop systems and instruments to evaluate programs, to inform goals and long-term planning.

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- Through programming, create opportunities at the Museum for interesting and timely conversations about topics such as New York City history, transportation, public art and design, architecture, urban planning, and engineering.
- Work closely with staff across the Museum to develop public programs that highlight exhibitions and permanent collections.
- Strategize with the Museum's Development Department to use programs as a recruiting tool for new members and a benefit for existing members, and help identify possible program sponsors.
- Work with the Museum's Marketing Department on digital and print marketing efforts for programs.
- Research and contact potential presenters and performers including MTA professionals, scholars, artists, transportation professionals, and other engaging, creative, and dynamic experts. Establish long-term relationships.
- Represent the New York Transit Museum in the broader cultural community with the goals of raising the Museum's profile and developing strong partnerships for program collaboration.
- Produce all public programs, inclusive of onsite programs and all offsite tours and excursions, which includes: conception through implementation, managing event logistics, creating staffing schedules, adhering to and tracking budgets, and interfacing with presenters and the public. Ensure an excellent customer service experience as well as high-quality event production.
- Prepare budgets, monitor expenses, and purchase program materials. Handle additional administrative work associated with events such as memos, contracts, and payments. Prepare monthly, annual, and program-specific reports on attendance and revenue.
- Become adept at utilizing the Altru database to manage all aspects of online ticket sales and program listings.
- Remain active in the fields of museum education and public programming, participate in professional conferences and networks, and seek opportunities to present on New York Transit Museum initiatives.
- Manage public programming staff, including full and part-time employees, perform annual employee evaluations, and perform other administrative duties related to the management of this staff as necessary.

## Qualifications

- Bachelor's Degree in history, urban planning, education, museum studies, arts administration or a related field; Master's degree a plus.
- At least 3 years' experience in museum programming or related field; non-profit experience preferred.
- Interest in or knowledge of New York City history, public transportation, and urban planning.

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- Demonstrated experience creating, coordinating, and delivering creative, high-quality, and innovative programs.
- Exceptional customer service, organizational, and multi-tasking skills, with strong attention to detail.
- Exceptional communication skills, particularly written skills.
- WordPress and ticketing database experience a plus.
- Experience working with diverse groups of adults and communities.
- Commitment to working collaboratively.
- High energy, strong motivation and a hands-on work ethic. Patience and a sense of humor.

## **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.

The Public Programs Manager position is 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 Angela Agard, Manager Administration: [angela.agard@nyct.com](mailto:angela.agard@nyct.com). Specify subject as Public Programs Manager. Due to high volume of applicants, only those who qualify for an interview will be contacted.

***Submission Deadline: December 20, 2018***

Friends of the New York Transit Museum is an equal opportunity employer.