

# NEW YORK TRANSIT MUSEUM

**POSTING DATE:** December 2022  
**JOB TITLE:** Museum Educator  
**SALARY:** \$100/day (5-hour shift, \$20 per hour)  
**HOURS:** Part-time, approximately 3-4 shifts per week

## **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. The New York Transit 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 45 years ago, the Museum, housed in an historic 1936 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 square foot 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.

## **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 may occasionally lead virtual school programs, and adult group tours both onsite and online. 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, 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 into the School, Youth and Group Program Manager.

## **RESPONSIBILITIES:**

- Teach inquiry-driven, curriculum-aligned educational-programs and hands-on workshops for Pre-K – 12<sup>th</sup> grade school groups in person and online.
- In addition to working with school groups, lead youth and family programs and workshops.
- Occasionally lead and or assist with educational programs across the Education Department including adult programs, access programs, teacher programs, and public programs.

- Support the development of materials and strategies that enable accessible, inclusive, and multi-modal student 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.
- Commitment to supporting the Museum's DEAI initiatives through ongoing trainings and work.

#### **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.
- Most weekday shifts are 9:30 am – 2:30 pm. Weekend shifts may occur between 10 :00 am and 4:00 pm when the Museum is open to the public.
- Educators should be available 3-4 days per week, including one weekend day.
- Educators attend regular paid meetings and trainings.

#### **COMPENSATION:**

\$20/Hour; Museum Educators typically work a five-hour shift in the Museum and may lead 1-3 tours during that period depending on group bookings. On days when groups aren't booked, Museum Educators may 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 (K-12<sup>th</sup> grade).
- Understanding of museum education theory and practice.
- Interest in learning about New York City curriculum and standards.
- Knowledge of and interest in New York City and transportation history.
- A combination of education and/or experience equivalent to a four-year degree or a degree in education, museum studies, history, science, humanities, or urban planning.
- Familiarity with online platforms for teaching such as Zoom.

#### **APPLICATION:**

Please email a cover letter and resume to [HR@nytransitmuseum.org](mailto:HR@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.

**COVID-19 VACCINE REQUIREMENT:**

To protect our employees and continue to provide safe and reliable service to our communities, we are requiring all new hires to be fully vaccinated against COVID-19 prior to their start date. We will consider exceptions for religious and medical reasons, where appropriate. "Fully vaccinated" means you must have both doses of a 2-dose vaccine and two weeks have elapsed since the second dose or have received 1 dose of a 1-dose vaccine and two weeks have elapsed since the dose. Proof of your vaccination status in the form of a CDC vaccine card must be submitted prior to your start date.