

NEW YORK TRANSIT MUSEUM

POSTING DATE: August 2024
JOB TITLE: Birthday Experience Facilitator (Lead)
SALARY: \$30 per hour (\$165 per day, 5.5-hour shift)
HOURS: Part-time, 1-2 shifts per week (Sat-Sun, 10:00-3:30pm)
Meetings and/or trainings (Wed-Fri)

SUMMARY:

The New York Transit Museum presents dynamic, accessible, and inclusive exhibitions and programs that tell stories about mass public transportation and the people who make it possible. As the MTA's official repository, the Museum connects transit to its broad public, creating educational experiences related to science, technology, arts, and the humanities. The Museum's locations in an authentic 1936 Downtown Brooklyn subway station and Grand Central Terminal are sites for conversations about how mass transportation makes New York City and the region great by ensuring mobility, accessibility, sustainability, and a vibrant civic life for all.

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. The **Birthday Facilitator** (Lead) is a theatrical role that requires the embodiment of a costumed character. The Lead is required to memorize and perform a script, manipulate props/puppets, and improvise as needed. The primary role is to take birthday party guests on a scripted interactive adventure through the museum. They will help guests conduct a few challenges to reach a final goal/destination. They will need to be skilled at time management and communication with their assisting facilitator and other museum staff. Customer service experience/knowledge are needed to provide a high-quality and special experience for guests. They may need to set props and operate a tablet when needed. An interest and ability to learn, interpret, and retain transit history facts, stories and information are imperative. This position reports to the School, Youth and Group Program Manager.

RESPONSIBILITIES:

- Perform and lead a 75-minute birthday experience tour including managing day of logistics like greeting group and communicating any specific group needs or request to staff.
- Work with Museum Educators to setup and break down the birthday experience tour.
- Manage the assistant facilitator before, during, and after the experience by giving specific tasks and directions relevant to the experience.

- Check in and welcoming the birthday groups including communicating with parents/guardians on any special requests or considerations.
- Review information in advance about specific groups and modify the experience accordingly.
- Attend meetings and trainings (virtually or in-person).
- And other birthday party duties as assigned.

WORK SCHEDULE:

- This is a part-time, nonexempt position. Birthday Experience Facilitator (Lead) can expect to work approximately 5.5-11 hours per week, subject to seasonal changes and demand.
- Birthday Experience Facilitator (Lead) should be available a total of 1-2 days on the weekend (Saturday and/or Sunday).
- Attend regular paid meetings and trainings (weekdays Wednesday-Friday) virtually or in-person.

COMPENSATION:

\$30 per hour; Birthday Experience Facilitator (Lead) typically work a 5-hour shift in the Museum and may lead 1-2 birthday experiences during that period depending on group bookings.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Professional acting and theatre experience required. Improvisational, immersive, and close-up theatre experience is a plus.
- Children's theatre experience. Puppet work and training is a plus.
- Experience in a museum or informal learning environments working with youth (7-12 years old).
- Dedication to ensuring the best possible experience for high customer satisfaction.
- Excellent customer service skills
- Ability to memorize lines and take direction quickly.
- Ability to stand, walk, and navigate stairs for up to two and a half hours.
- Ability to carry 30lbs and set up tables and chairs.
- Knowledge and/or interest in New York City's transportation history required.
- Strong communication skills (written and verbal) with colleagues and the public.
- Ability to work with a team and independently as needed.
- Ability to do your own hair and makeup as needed.
- Working experience equivalent to a four-year degree in Theatre and Performing Arts or a four-year degree in Theatre and Performing Arts.

APPLICATION:

Please email a cover letter and resume to **education@nytransitmuseum.org** with the subject **Birthday Experience Facilitator (Lead)** Due to high volume of applicants, only those selected 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.