

NEW YORK TRANSIT MUSEUM

POSTING DATE: May 2025

JOB TITLE: Museum Educator

HOURS: Part-time, approximately 3-5 shifts per week

Wed-Fri, 9:15am-2:15pm & Sat and/or Sun, 10:30am-2:30pm

(Shifts subject to change due to bookings and weekend programs.)

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 the New York 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/youth tours at the museum on weekdays, and family programs on weekends. Educators lead school/youth group tours, adult group tours, access tours, and facilitate family program activities. They are also part of a roster of staff that assist with access programs, birthday parties, public programs (onsite and offsite), offsite tours to behind-the-scenes locations, vintage train rides, and large-scale festivals. Some of these events may take place in the evening. 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 to the School, Youth and Group Programs Manager.

RESPONSIBILITIES:

- Lead inquiry-driven, curriculum-aligned educational group tours (Pre-K–12th Grade, College, Adult, Adult Seniors), and hands-on workshops.
- Review information in advance about groups and modify the experience accordingly.
- Group management skills; leading large groups of people.
- Lead youth and family programs/workshops.

NEW YORK TRANSIT MUSEUM

- Occasionally lead and/or assist with educational programs across the Education Department including access programs, birthday experiences, teacher programs, family programs, and public programs and events.
- Support the development of materials and strategies that enable accessible, inclusive, and multi-modal experiences.
- Prepare program supplies for tours and workshops.
- Contribute to new programs and initiatives.
- Attend department meetings and training to ensure continued growth and professional development.

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.
- Regular weekday shifts are 9:15 am – 2:15 pm with occasional 10:30am to 3:30pm shifts.
- Weekend shifts occur between 10:30 am and 3:00 pm.
- Educators should be available for a total of 4-5 days per week (Wednesday-Sunday), including 1-2 weekend days (Saturday and/or Sunday).
- Educators attend regular paid meetings and training.

COMPENSATION:

\$21/Hour with tiered increases after 1 and 5 years. Museum Educators typically work five-hour shifts on the weekdays and may lead 1-3 tours during that period depending on group bookings. They typically work 1-2 four-hour shifts on the weekends to facilitate family programs. Museum Educators may also 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 (PreK–12th grade).
- Understanding of museum education theory and practice.
- Interest in learning about New York City curriculum and standards.
- Knowledge of and/or interest in New York City transportation history. Prior knowledge is not required.
- Work experience equivalent to a four-year degree in education, museum studies, history, science, humanities, or urban planning.

NEW YORK TRANSIT MUSEUM

- The ability to lead programs and/or engage with audiences in languages other than English is welcome but not required.
- Ability to be physically active in all Museum spaces for extended periods of time. Please note: The Museum is located in a decommissioned subway station with a range of sounds, lighting, and staircases. The Museum is accessible via a wheelchair lift. Not all spaces are climate controlled.

APPLICATION:

Please email a cover letter and resume to education@nytransitmuseum.org with the subject *Part Time Museum Educator*. Due to the high volume of applicants, only those who qualify for an interview will be contacted.

ABOUT THE NEW YORK TRANSIT MUSEUM:

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 20 vintage subway and elevated cars dating back to 1904.

The Museum Educator position will be employed by the Museum’s non-profit affiliate, Friends of the New York Transit Museum. Friends of 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.