

NEW YORK TRANSIT MUSEUM

POSTING DATE: June 2026

JOB TITLE: Offsite Tour Guide

HOURS: Part-time. Each tour guide will lead approximately 12-17 walking tours per year depending on availability. In addition to leading tours, tour guides will have opportunities to support tours or other public programs at a lower rate.

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 New York Transit Museum is seeking an exceptional and transit-loving tour guide for the upcoming summer and fall seasons. The Museum's offsite tour guides provide excellent walking tours of sites and neighborhoods in New York City on a part-time basis. We are looking for a hard-working, curious, and engaging storyteller to join our team who will bring the history of the region and its transit system to life.

The New York Transit Museum (NYTM) provides walking and offsite tours at transit sites, including Old City Hall station and in neighborhoods throughout the city. Led by the tour guide and organized and supported by tour guides and Museum staff, these tours take place over the course of the year at various times on weekdays and weekends. Offsite tours are a way for the Museum to extend its educational programming to significant locations and sites beyond its walls and offer a variety of experiences.

NYTM offsite tour guides produce, lead, and manage engaging, welcoming, and informative tours to a variety of adult audiences. Offsite tour guides lead programs developed by others and may research and develop tours as needed. They have demonstrated experience engaging with the public and managing tours, providing unique visitor-centered experiences and implementing in creative problem-solving. They have an interest in and willingness to continue learning about Museum engagement, the history of transit in our region, and related content, and are enthusiastic ambassadors of the Museum. This is a part-time position in the Education Department, reporting to the Public Programs Manager.

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RESPONSIBILITIES:

- Serve as an enthusiastic ambassador for the New York Transit Museum, leading fun, engaging, and informative experiences.
- Learn existing Transit Museum content and lead walking and offsite tours on transit-related topics.
- Develop, research, and write new tour content and outlines for the Museum when needed at an additional fee.
- Become knowledgeable about and provide information to the public about the Museum, its programs and exhibits, and its collection.
- Correspond with Museum staff via email and attend trainings and check-ins in advance of tours.
- Pick up and return any equipment or materials needed for tour implementation to the Museum before and after tours.
- Support tours and other public programs at the Museum.
- Facilitate tours on occasion including equipment pick up and managing guest check-in, crowd control, group safety, debrief and part time staff.

WORK SCHEDULE:

- Offsite tour guide positions are hired on a part-time basis. Tour schedules are typically created for 3–4-month periods at a time throughout the year (September to early December, then late February to early June), with guides scheduled approximately 6-8 weeks in advance of tour dates.
- Currently, each tour guide will lead about 12-17 walking tours per year depending on availability. In addition to leading tours, tour guides will have opportunities to support 12-17 tours or other public programs at a lower rate.

COMPENSATION

- \$50/hr to lead or manage tours with a minimum of four hours per tour or program
- \$25/hr administrative, training, and support rate

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience leading group tours and/or performing or teaching in non-traditional, informal education settings.
- Enthusiastic and engaging storyteller dedicated to providing high-quality, visitor-centered experiences.
- Genuine interest in the history of NYC and the surrounding region and a passion for sharing it with others. Some knowledge about transit and transit history a plus.
- Professional, responsible, reliable, and punctual.
- Experience working with diverse groups with varied interests and knowledge of tour topics.
- Superb public speaking skills and an ability to communicate effectively to large groups.

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- Ability to be physically active and work outdoors.
- Tour writing and development experience welcome, but not necessary.
- Ability to learn, adapt, and memorize existing information and tour materials, while customizing content as needed for individual presentation styles.
- Flexible and adaptable, demonstrating good judgment and problem-solving skills when faced with unforeseen circumstances.
- Ability to work independently while keeping supervisors apprised of work and asking for support when needed.
- Ability to anticipate and address the needs—mobility, auditory, and otherwise—of tour participants.
- Education and/or experience equivalent to a four-year degree in humanities, history, urban planning, education, theatre, or a related field.
- Bonus if you have a NY Sightseeing Guide License but not required.

APPLICATION:

Please email a cover letter and resume to programs@nytransitmuseum.org with the subject Offsite Tour Guide. 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 Offsite Tour Guide 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