

NEW YORK TRANSIT MUSEUM

POSTING DATE: August 31, 2026

JOB TITLE: School, Youth and Group Programs Assistant Manager

HOURS OF WORK: Full time, Sunday-Thursday 9am-5pm, occasional evening or alternate days. Possibility of remote work on Mondays.

COMPENSATION: \$66,500 – 70,000

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.

POSITION OVERVIEW:

The School, Youth and Group Programs Assistant Manager (SYGP AM) reports to the School, Youth and Group Programs Manager to implement the Museum's school, youth, family, and group experiences. 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. This is both an administrative, managerial, and a teaching position.

The School, Youth and Group Programs Assistant Manager has prior experience in informal learning and museum settings and can lead relevant, engaging, experiences for different ages on a variety of themes. The Assistant Manager collaborates with the full-time education staff and guides program development and lesson plan development for part-time educators and is a lead educator across the School, Youth and Group program areas, developing, implementing, and training educators to lead tours and workshops. In addition to occasionally teaching, the Assistant Manager is the main point of contact for schools and groups as they book programs. The Assistant Manager works in the Museum's databases and platforms, including PayPal and Explorable Places, to manage group reservations and payment, coordinate logistics for school, group, and youth programs, track attendance, and create reports. This position serves as the liaison between education department staff and teachers and group leaders, maintains records and process documentation, and assists with smooth daily operations of group tours and programs.

RESPONSIBILITIES:

- With the School, Youth, and Group Programs Manager co-manages a team of approximately 12 part-time museum educators, scheduling and managing staff and their terms and conditions of employment include hiring, training, and conducting performance evaluations.
- Teaches across School, Youth and Group program areas, regularly working with a variety of groups and audiences.
- Coordinates groups, serving as the liaison between group leaders and the Education Department staff while troubleshooting problems as they arise.
- Serves as the main contact for group and program reservations and logistics, including all aspects of scheduling, payment, and coordination.
- Works in Explorable Places and PayPal to manage group reservations, collect payment, and oversee reporting.
- Helps manage data collection for programs and regularly updates shared spreadsheets and databases.
- Assists with program evaluation.
- Represents the Transit Museum at events including fairs and professional development events.
- Conducts research and contributes to SYGP resource materials.
- Contributes to research, grant proposals, and funding reports containing confidential information.
- Attends museum-wide and departmental meetings and training sessions.
- Assists with other Museum events as needed, such as festivals, offsite tours to behind-the-scenes locations, and vintage train rides.
- Function as a Manager-on-Duty (MOD) as required. Duties include opening and closing the Museum, having access to and reconciling cash, serving as supervisor across the Museum, creatively problem solving to ensure smooth operations across the institution. When acting as MOD this position oversees all staff in the Museum including visitor experience (and all admission functions), security, cleaners, all life safety systems, and is empowered to make on-the-spot decisions.
- Works in tandem with the Visitor Experience Asst Manager and is trained in managing front of house functions, including cash handling and staff.
- Assist with budget management.
- Contribute to cross-departmental initiatives.

QUALIFICATIONS:

- A four-year degree or the equivalent combination of education and experience of a four-year degree in history, urban planning, education, museum studies, or arts administration.
- Minimum of 3 years related work experience.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent teaching skills with an emphasis on object-based and interactive approaches.
- Outstanding customer service skills.
- Knowledge of museum education theory and practice.
- Prior experience training and overseeing part-time employees preferred.
- Knowledge about New York City curriculum and standards.
- Excellent communication skills and an ability to convey information clearly and concisely in written and verbal communication.
- Organized and detail oriented.
- Ability to make decisions, be proactive, and think creatively, while keeping supervisors apprised of workflow and asking for assistance when needed.
- Proficiency with Microsoft Office, Google Suite, and knowledge of PayPal preferred.
- 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.
- Willingness to assist in setting up program spaces with materials, furniture, etc.
- Knowledge of New York City and its history and an interest in public transit, engineering, and related topics, and a genuine curiosity about and enthusiasm for content represented in the Transit Museum's exhibits and collections.

APPLICATION:

Please email a cover letter and resume to education@nytransitmuseum.org with the subject **School, Youth, Group Programs Assistant Manager**. 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 Assistant Manager 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.