CMOM Job Post

POSITION: Manager, School Programs & Community Outreach
EXEMPT STATUS: Exempt
REPORTS TO: Associate Director, School Programs & Community Outreach
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN’S MUSEUM
The Children’s Museum of Manhattan helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children’s development. The Museum’s special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, the Children’s Museum flourished. Today it is a beloved citywide resource for children, family, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan’s Upper West Side. Hundreds of thousands more benefit from the Museum’s outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION
The Children’s Museum of Manhattan (CMOM) seeks an enthusiastic, creative, and highly organized individual to manage the design and implementation of this work. The Manager of School Programs & Community Outreach ensures the smooth day-to-day operations of Guided and Self-guided Group Visits, Enrollment Classes, and Museum-based community engagement programs. They will also manage departmental administration and logistics; lead professional development workshops; develop partnerships with community organizations, school leaders, and families; oversee our cohort of part-time educators; and develop curricula.

RESPONSIBILITIES (include, but are not limited to)
- Oversee on-site Early Childhood Program including managing and scheduling of Museum Educators, creation of semester class schedules, growth of program, curriculum oversight, and sales.
- Manage the day-to-day operations of school programs including on-site guided group visits, in-school residency programs, and professional development.
- Liaise with community partners, including teachers, school leaders, representatives from family homeless shelters, libraries, performers, city agency partners, etc.
- Hire and manage approximately 20 part-time Museum educators.
- Manage administrative tasks including payroll, invoices, room reservations, booking confirmations, and weekly staffing assignments.
- Teach in Museum and community settings as needed.
• Design new programs and arts-based curricula for implementation at the Museum and in the community. Develop and facilitate interactive professional development workshops.
• Partner with the Exhibitions and Public Programs departments to ensure high quality educational experiences for CMOM’s constituents.
• Collaborate with the Museum’s Graphics and Communications teams to develop printed and online marketing material for school and early childhood programs.
• Project manage grant-based work including writing program narratives, creating budgets, program implementation, data collection, and reporting.
• Maintain the materials inventory for all departmental initiatives.
• Other duties as assigned.

QUALIFICATIONS*
• Bachelor’s degree in Education, Museum Studies, Arts Education, Child Development, or related field.
• At least four years’ experience working in museums or arts education in a leadership role.
• Demonstrated competency in early childhood education, science, literacy and/or visual arts with children from birth to age 10 and their families.
• Working knowledge of New York City agencies that serve children, including DOE and ACS.
• Experience developing and implementing lesson plans, as well as maintaining program budgets.
• Experience mentoring educators and staff who are early in their career.
• Excellent written and communication skills.
• Excellent organizational skills, including an ability to multitask and proactively follow through on projects.
• Proven ability to work independently and prioritize tasks in a fast-paced environment.
• Strong sense of humor!

ADDITIONAL PREFERRED EXPERIENCE:
• Fluency in Spanish or a second language.
• Experience working with students with special needs.

*CMOM realizes that it is rare an applicant meets 100% of the qualifications for a given role. If much of this job description describes you, then we encourage you to apply.

COMPENSATION
$58,500 annually

AVAILABILITY
• Days/Hours: Monday-Friday, 9:00am-5:00pm
• Occasional weekend and evening availability
• Option to work from home one day per week
• CMOM does not provide visa or other work permit sponsorship, so applicants must be authorized to work in the US

TO APPLY
Send cover letter and resume to admin@cmom.org.

The Children’s Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.