



Children's Museum of Manhattan

POSITION: Manager, School Programs & Community Outreach
CLASSIFICATION: Full Time
REPORTS TO: Director, School Programs & Community Outreach
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN'S MUSEUM OF MANHATTAN

The Children's Museum of Manhattan is a steward of early childhood, helping all children grow and develop into their best selves.

Through our programs on-site, online, and around the five boroughs, CMOM nurtures the next generation of creative global citizens as they learn through exploration and play. CMOM encourages empathy across differences by elevating and providing insight into diverse perspectives and inviting visitors of all backgrounds to join our intentionally welcoming community and create and learn alongside each other. The museum's program reflects the rich cultural diversity, energy, and resilience of New York City itself and has a special focus on ensuring that its program is available to those families who might not otherwise have access.

Founded in 1973 as a neighborhood organization, CMOM has grown over the years into a beloved destination and resource for children, families, and educators from across the five boroughs and from around the world. The museum welcomes 350,000 visitors each year to its Upper West Side location and engages hundreds of thousands more through its outreach programs in partnership with schools, libraries, shelters, and Head Start centers throughout New York City; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION

The Children's Museum of Manhattan seeks an enthusiastic, creative, and highly organized individual to manage the design and implementation of this work. The Manager of School Programs and Community Outreach ensures the smooth day-to-day operation of Guided and Self-guided Group Visits, Enrollment Classes, and both onsite and offsite 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

- Oversee on-site Early Childhood Program including: management 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 three 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

\$60,000 - 65,000/annually. Comprehensive benefits package.

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

Please email cover letter and resume to Suzy Mirvis with "**Manager, School Programs & Community Outreach**" in the subject line.

The Children's Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees. ***No phone inquiries, please.***