



**WHERE  
NEW YORK  
BEGINS.**

The South Street Seaport Museum, located in downtown Manhattan, preserves and interprets the origins and growth of New York City as a world port: a place where goods, labor, and cultures are exchanged through work, commerce, and the interaction of diverse communities. With a fleet of historic ships, a collection of art and artifacts, a working print shop, and original buildings, we honor the ships, the people who sailed them, the cargoes they carried, the skills that maintained them, the businesses that supported them, and the connections they created. We also share the Harbor's continued importance as an ecosystem and as an economic waterway.

## **Manager of Education and Family Programs**

The **Manager of Education and Family Programs** will work with the Senior Director of Programs and Education to develop, implement, assess, refine, and support the Seaport Museum's PreK-12 school and family programs throughout the Museum's diverse campus and in schools.

### **Duties include but are not limited to**

- Provide day-to-day support of museum-based PreK-12 programs, including coordination among educators, the visiting schools, the bookings coordinator, and the operations departments concerning the ships, galleries, and other museum spaces being visited
- Maintain quality of programs and program materials, including supporting ongoing staff training and development in pedagogy and content
- Assist with the Museum's early childhood program and drop-in family programming, including with organizing and implementing birthday parties for children
- Develop curriculum related to the Museum's collections, exhibitions, and vessels
- Work with Marketing department to provide content for the Museum's website, to develop new educational partnerships and program collaborations, and to support the marketing of school and family programs
- Occasionally teach programs on ships, galleries, and other platforms
- Assist with supervision of school and family program staff (including a cohort of Per Diem Educators) and assist in the recruitment, training, and evaluation of museum educators
- Work collaboratively with all departments to support the Seaport Museum's mission and initiatives

### **Formal Qualifications**

- Bachelor's degree (Master's preferred) in Museum Education or in a related field in the arts, sciences, or humanities
- Teaching experience – preferably in one or more of science, history, maritime, elementary, special, or early childhood education
- A minimum of two years of experience in education and education management at a cultural organization

## Required Knowledge and Skills

- Expertise in best-practice pedagogy and inquiry-based learning, knowledge of NYS and NYC learning standards, and an understanding of the New York City Department of Education
- Excellent management and organizational skills
- Particular interest in and experience with our content areas
- Experience in developing/editing lesson plans for a range of audiences and age groups
- Experience in education program evaluations and assessments
- Ability to interface smoothly and professionally with museum colleagues, PreK-12 groups, school administrators and teachers, families, and the general public
- Strong writing, editing, and communications skills
- Ability to work efficiently within a limited budget
- Proficiency with Microsoft Office suite and Google suite; comfort with learning new management technology as needed
- Desirable but not required:
  - Second language skills
  - Teacher certification
  - In-Classroom K-8 teaching experience
  - Experience with special-needs populations and Access/Inclusion programming
  - Sailing or Tall Ships experience
  - Theater background
  - Event planning and organization experience

## Personal Qualifications

- An outgoing personality with the ability to listen well and communicate effectively
- Flexibility, positive outlook, and team focus
- Ability to multi-task and problem-solve; to see ‘the big picture’ without losing sight of the details
- Ability to take initiative, follow through, and meet deadlines
- Understanding and awareness of students and their learning
- Ability to look at your work reflectively and desire to continually improve your practice
- Ability to kindly and thoughtfully support others and lead positive, productive and enriching trainings and debriefing sessions
- Ability to spend several hours walking and/or standing in public spaces, climb stairs, and work out of doors

**Schedule: Regular schedule will include one weekend day per week (Sunday – Thursday schedule preferred). Occasional evenings required. Salary commensurate with experience. This is a full-time/non-exempt position, with benefits.**

### How to apply:

Email resume and cover letter (as an attachment, not as a body of the email) with the subject line “Education Manager 2018.” Contact Name: **Laura Norwitz**; contact Email: **careers@seany.org**

**No Phone Calls Please**

**South Street Seaport Museum is an Equal Opportunity Employer**