BROOKLYN CHILDREN’S MUSEUM
JOB DESCRIPTION

POSITION/TITLE: Coordinator of Teen Programs
STATUS: Part-time, Non-Exempt
DEPARTMENT: Education/ Collections
SUPERVISOR: Curator and Manager of Collections Interpretation

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum’s early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually.

Position Summary
Brooklyn Children’s Museum (BCM) seeks an experienced part-time Coordinator of Teen Programs to oversee the development and facilitation of the Teen Curators Program, engaging up to 50 teens a year. The Teen Curators program will introduce participants to the Museum process through the development of a new exhibit, BK Voices. Teens will gain exposure and hands-on experience in the multi-faceted exhibit development process including collections handling, registration and cataloging; object research and interpretation; content development; exhibit design and prototyping; community engagement; and, evaluation. This position reports to the Manager of Collections Interpretation, and is a highly collaborative position that requires communication and frequent partnership with BCM’s Collections, Exhibits and Education departments.

The BK Voices exhibit will draw on themes identified in collaboration with community-based advisory groups and teens will have the opportunity to source original material including oral history recordings, written personal narratives and objects from community members. Interest and curiosity in the history of Brooklyn will be sparked through a personal lens and teens will explore their own families’ histories and connection to the borough through participating in the development of the exhibit. Teens will also innovate ways and approaches of integrating the voices of Brooklyn youth into the exhibit and potentially participate in the evaluation of the exhibit once it is launched in winter 2022.

Responsibilities
• Develop and implement Teen Curators program for high-school students in collaboration with Curator and Manager of Collections Interpretation. Program will provide an experiential introduction to the exhibit development process through hands-on collections work, object research and interpretation, content development, exhibit design and prototyping, community engagement, and evaluation.
• Recruit teens to participate in programs through BCM’s network of partners and CBOs.
• Educate, mentor and advise students from 9th through 12th grades who participate in the year-round enrichment program.
• Integrate museum objects, exhibits and hands-on learning experiences into Teen Curator program, drawing on BCM’s resources and assets.
• Facilitate stipend pay for teen program participants.
• Recruit and manage artists-in-residence, scholars, and participating consultants.
• Capture program activity with photos and other forms of documentation.
• Participate in professional activities and forums to represent the Museum and to maintain and deepen professional expertise and knowledge.
• Other duties as needed.

Qualifications
• B.A. in Education, Museum Studies, Performance Studies, Cultural Anthropology, Child Development, or related field
• Four years of experience working with children 12 – 18 in a formal or informal learning environment
• Experience writing lesson plans and facilitating programs for high-school age students
• Experience in object/inquiry-based learning as well as in delivering hands-on programs based on cultural, natural sciences and art themes
• Demonstrated team leadership and mentorship capabilities, with excellent communication, writing, and organizational skills
• Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange
• Exemplary verbal and written communication
• Warmth, positive energy, and a sincere love of working with youth
• Active interest and commitment to social justice initiatives, racial equity, dismantling historic power structures, and inclusion in interdisciplinary exploration
• Knowledge of Brooklyn a plus
• Proficient with Adobe Photoshop, InDesign and Illustrator, Macs, PCs, Microsoft Office, Google Apps, and Dropbox

Schedule
Up to 28 hours, with work taking place on weekdays, Sundays, and some evenings as programs require. Note this is a grant-funded position through June 2022 with the possibility of extension.

Compensation
$27/hour, paid every two weeks. Additional benefits include access to art-making resources, professional development opportunities and training, BCM membership and free admission to most NY-based cultural institutions.

Apply
Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] – CoordinatorTeenPrograms” in the subject header.

Applications will be reviewed on a rolling basis with priority given to those received by June 15 or before. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.