



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION/TITLE:	School Program Assistant
STATUS:	Part-time
DEPARTMENT:	Education
SUPERVISOR:	Director of Education

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. Learn more about BCM's Theory of Change, Diversity, Equity & Inclusion Plan, exhibits and programs at www.brooklynkids.org.

Position Summary

Brooklyn Children's Museum is looking for a dynamic and enthusiastic employee to fill the role of School Program Assistant. This role will be responsible for supporting the front of house set-up for school programs, interfacing with teachers and school groups, as well as the assisting with behind the scenes school correspondence, scheduling and payment systems, as well as material prep setup.

RESPONSIBILITIES

- In partnership with Education staff, prepare museum for school group visits, including organizing and prepping of school group set-up bins, program and lunch spaces
- Whole-heartily greeting school groups and teachers when entering the museum, and reviewing day's schedule and needs with them
- Communicating with school program educators about school group arrivals and other needs
- Checking in on school groups as needed
- Obtaining and processing school visit payments
- Meticulous data entry in all tracking documents
- Sending post-visit thank you email and feedback survey
- Assisting Education staff on email correspondence and virtual bookings
- Prepping program materials as needed
- Ability to assist in program if needed
- Resetting education spaces as needed
- Ability to handle multiple tasks at a time
- Attention to detail
- Comfortable doing crowd control
- Other duties as assigned

QUALIFICATIONS

- B.A. or equivalent in Education, Museum Studies, Child Development, or related field
- Exemplary verbal, organization, written communication, and project management skills
- Three to five years of experience in public programs, museum education and customer service roles.
- Experience and passion toward working with children ages 0 – 10
- Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange
- Knowledge of Brooklyn’s communities
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox, especially in Google sheets

COMPENSATION

The salary for this role is \$21.50 an hour.

SCHEDULE

12 hours a week, 9:00am-1:30pm Tuesday, Wednesday, Thursday mornings, with the flexibility of adjusting schedule as needed. Punctual arrival is mandatory.

APPLY

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