



BROOKLYN CHILDREN'S MUSEUM
JOB DESCRIPTION

POSITION/TITLE:	Coordinator and Facilitator of Teen Programs
STATUS:	Part-time, Non-Exempt
DEPARTMENT:	Education/ Collections
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 140,000 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 (BCM) seeks an experienced part-time Coordinator of Teen Programs to oversee the continued development and facilitation of the Teen Curators Program, engaging up to 50 teens a year through fall, spring, and summer cohorts. Per each semester, this 10-week program challenges teen to explore the legacies of power that construct museum spaces and asks them to imagine new ways of relating to, engaging with and telling stories through art. Participants learn about curation with artwork, historical objects, and actively engage the questions: "How is history presented?", "Who makes the decisions about presentation and representation?", and "Who holds the power?"

Through readings, museum visits, in-class discussion, art making, weekly remote-work, guest speakers, and hands-on collection experience with BCM's collection, the semesters culminate in a capstone exhibition. For this, teens make their own artwork, using BCM's object collection as inspiration. This position reports to the Director of Education, and is a highly collaborative position that requires communication and frequent partnership with BCM's Collections, Exhibits and Education departments.

Responsibilities

- Develop and implement Teen Curators program for high-school students in collaboration with Director of Education. 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 the program through BCM's network of partners, CBOs, and SYEP.
- Educate, mentor and advise students from 9th through 12th grades who participate in the 10-week enrichment program.
- Integrate museum objects, exhibits and hands-on learning experiences into Teen Curators program, drawing on BCM's resources and assets.

- Facilitate stipend pay for teen program participants, and support related administrative duties.
- Recruit and manage in-class speakers, scholars and/ or participating consultants.
- Coordinate museum visits and itineraries.
- Capture program activity with photos and other forms of documentation.
- Participate in professional activities such as forums and conferences to represent the Museum and to maintain and deepen professional expertise and knowledge.
- Other duties as needed.

Qualifications

- B.A. in Education, Museum Studies, Art, Art History, Performance Studies, Cultural Anthropology, Child Development, or related field
- 5+ 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
- Comfort leading dialogue and conversation with visiting artists and other guest speakers
- 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
- Art making skills or a proven background in exhibit making and curation a plus
- Ability to lift 50 pounds; comfort being a ladder
- Proficient with Adobe Photoshop, InDesign and Illustrator, Macs, PCs, Microsoft Office, Google Apps, and Dropbox

Schedule

Typically, 21 hours a week during program semesters, maximum of 28 hours as role demands. 14 hours a week in between program semesters. Teen program meets in person twice a week, schedule has been Monday and Thursdays from 4:30-6:30pm, but could be shifted as per availability. Some weekend days required. Role is mainly in-person, with some remote work flexibility as required.

Compensation

\$28/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 a preference for applications received by March 21, 2025. 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.