



---

**POSITION/TITLE:** Manager of School and Community Programs  
**STATUS:** Full-time, Non-exempt  
**DEPARTMENT:** Education  
**SUPERVISOR:** Director of Education

---

## **ABOUT THE ORGANIZATION**

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 exhibits and programs at [www.brooklynkids.org](http://www.brooklynkids.org).

## **POSITION SUMMARY**

Brooklyn Children's Museum is looking for an enthusiastic, creative, and highly organized Manager of School and Community Programs. This role ensures the smooth day-to-day operation of field trip programs and community engagement programs. The Manager will oversee a cohort of part-time educators; lead professional development workshops; develop partnerships with community organizations, school leaders, and families; manage departmental administration and logistics; and design curriculum. The role also works across museum departments including Exhibits, Facilities, and Security to accommodate group program visits.

## **RESPONSIBILITIES**

- Manage the day-to-day operations of school and camp field trips at the Museum.
- Manage administrative tasks including payroll, invoices, room reservations, and booking confirmations.
- Solicit and review feedback from teachers on their museum experience for program improvement and refinement.
- Liaise with community partners, including teachers, school leaders, libraries, city agencies, community-based organizations, etc.
- Hire, schedule, and manage a cohort of Museum educators and a School Programs Assistant.
- Lead professional development and training for educators.
- Lead field trip program development, including designing new lesson plans, evaluating and revising existing ones.
- Design new programs and curricula for implementation at community sites.
- Teach in Museum and community settings as needed.
- Develop marketing materials to highlight Museum offerings and initiatives.
- Coordinate Education department supply orders and vendor payments.
- Collect and update monthly metrics related to field trips, outreach, and community programs.

- Support grant-related activities including program implementation, data collection, evaluation, and reporting.
- Other duties as assigned.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Education, Museum Studies, Child Development, or related field preferred.
- 4+ years' experience working in museums or informal education, including experience in a leadership or coordination role.
- Experience working with children ages 0–8 and their caregivers.
- Demonstrated competency in early childhood education, with knowledge of play- and inquiry-based learning approaches.
- Experience designing and implementing lesson plans and managing program logistics
- Knowledge of Brooklyn's communities.
- Working knowledge of NYC agencies and institutions that serve children, including NYC Public Schools.
- Demonstrated ability to take initiative and handle multiple tasks.
- Highly responsible and punctual.
- Ability and desire to work collaboratively as part of a team, and openness to constructive feedback and exchange.
- Excellent written and verbal communication skills.
- Proficient with PCs, Microsoft Office, Google Apps, and Dropbox.

### **COMPENSATION**

The annual salary for this role is \$66,300. Full-time staff at BCM receive family health, individual dental and life insurance benefits at no charge to employees.

### **SCHEDULE**

The Manager of School and Community Programs works Monday-Friday from 9:30am to 5:30pm.

### **APPLY**

Please send a cover letter and resume as 1 PDF to [careers@brooklynkids.org](mailto:careers@brooklynkids.org) with “[Your Last Name] – Manager of School and Community Programs” in the subject header. Applications will be reviewed on a rolling basis. 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.