

Manager, Youth and Family Programs

Department: Education

Reports to: Assistant Director, Education

The Hudson River Museum seeks a visionary leader for its Youth and Family Programs, with a special focus on two related areas: the teen Junior Docent program and Family Programs. The successful candidate will inspire, motivate, and train high school students, providing support and mentorship as they unlock and develop their own potential for leadership during their crucial adolescent years. They will be able to think and plan holistically as they collaborate with colleagues across departments in developing thematic, interdisciplinary teen and family public programming that is fresh, rich, innovative, accessible, responsive to the needs of diverse communities, and reflective of the Museum's mission.

The Manager, Youth & Family Programs is responsible for managing the Hudson River Museum's award-winning Junior Docent program and all family programs, including community-based festival programs, weekend drop-in family studio projects, school vacation programming, and summer camp. These responsibilities are interdependent, as Junior Docents are the public face of the Museum, as facilitators of access and outreach.

The Manager will collaborate with staff across the Museum to build community engagement and provide a welcoming, comfortable, and inclusive environment for visitors of all ages. The Manager reports directly to the Assistant Director, Education and meets with the Education team regularly to ensure communication on all youth and family programs.

This is a full-time position, Tuesday through Saturday, with occasional Sundays (in place of Tuesdays) as necessary, dependent upon programming and staffing, and as determined by the supervisor.

Responsibilities:

Youth Programs

Junior Docent Program - started in 1995 and now celebrating its 25th year, this nationally recognized youth development program engages approximately 80 Yonkers public high school students who receive comprehensive leadership training at the Museum over the course of four years.

- Maintain a group of approximately 80 Junior Docents per year through recruitment and close ties with Yonkers Public Schools District.
- Create yearly training goals and lessons, providing college and career readiness training and mentorship.

- Develop, plan, schedule, and deliver curriculum for the academic year for weekly trainings; coordinate guest speakers; plan and facilitate off-site trips.
- Evaluate Junior Docent performance through regular observations and meetings.
- Supervise Youth Program Associate.
- Supervise and support the planning, implementation, and evaluation of youth programs, conducting evaluations and assessments of youth and family programs to ensure all meet the Education Department's objectives and goals.
- Create and manage public teen programs.
- Collaborate with the Manager, School Programs on development and consistent implementation of thematic programming and pedagogical strategies for collections and special exhibitions, and development of educational resources

Family Programs

- In collaboration with the Teaching Artist-in-Residence and Education team, create unique art projects for families as they relate to the permanent collection, special exhibitions, and seasonal holidays.
- Collaborate with Education Staff to plan museum-wide events/celebrations related to changing exhibitions and other themes, as well as recurring annual weekend events (e.g. "Sky & Earth Day," Lunar New Year, Yonkers Arts Weekend).
- Create and manage exhibition and collection related family programs as part of the overall public offerings of the Museum, and work with Education staff on other programming initiatives.
- In collaboration with Manager, Planetarium and Science Programs, create, adapt, and update summer camp workshops relating to planetarium shows; work together to train Junior Docents in their delivery.
- Work with Adult Docents in training Junior Docents to lead Highlights Tours of the Permanent Collection.
- Create and oversee school break STEAM programming.
- Collaborate with Education Department colleagues to create Gallery Guides for changing exhibitions and permanent collection; create and facilitate Family Tours; develop and implement early childhood gallery engagement activities.
- Work with colleagues to connect with community through outreach events and other initiatives.

Administrative

- Manage Junior Docent budget and plan and purchase meeting snacks under NYS CACFP Guidelines.
- Contribute to grant narratives for government, foundation and private funding and reports for funders.
- Manage Family Programs budget.

- Work with Advancement department to advertise programming and post relevant content on social media and the HRM website.

Qualifications:

- Bachelor's Degree required; Master's Degree in arts/science/history discipline/ museum education preferred.
- Strong oral and written communication skills.
- An understanding of object- and inquiry-based teaching practices; an embrace of interdisciplinary teaching and learning; and a familiarity with scaffolded experiential learning in gallery and workshop settings.
- Experience working with youth and in creating arts related curricula for youth audiences.
- Knowledge of child development, museum/arts education theory, evaluation methods, and experience developing lesson plans, educational materials, and programs preferred.
- Commitment to working with diverse populations and demonstrated ability to work with people of all ages and backgrounds.
- Strong time management skills with the ability to organize work, set priorities, meet critical deadlines, and work effectively on multiple projects with minimal supervision.
- Must be a trouble-shooter, diplomat, and ambassador; with patience and flexibility while working in a dynamic public environment.
- Proficiency in Microsoft Office and Google suite products required.
- Proficiency in Spanish preferred.
- Access to a car is advantageous.

Benefits:

The Museum provides competitive compensation, and generous benefits and perks for all eligible employees, including:

- Museum-paid medical, dental, and life insurance
- 403(b) basic retirement plan
- Paid time off, including annual leave, sick leave, personal days and Museum holidays
- Flexible spending accounts (pre-tax income for eligible health care expenses)
- Discount for staff in Museum shop
- Access and free admission to numerous museums and cultural institutions
- Participation in TransitChek Commuter Benefit program..

Application Instructions:

To apply, send a resume and thoughtful cover letter to employment@hrm.org. Include “Manager, Youth & Family Programs” in the subject line. Submissions without a cover letter will not be considered.

The Hudson River Museum is one of the preeminent cultural institutions in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM is a place where diverse communities come together and experience the power of art, science, and history.

The Museum offers engaging experiences for every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. The Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

The Hudson River Museum provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Hudson River Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.