

Manager, Youth and Family Programs

Title: Manager, Youth and Family Programs

Department: Education

Reports to: Assistant Director, Education

The Hudson River Museum seeks a visionary educator 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 mentor high school students, providing support and guidance as they unlock and develop their own potential for leadership during their crucial adolescent years. The Manager 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 Hudson River Museum's Junior Docent Program is an after-school program that serves students (Grades 9–12) from public high schools throughout Yonkers. Extending over four years, this award-winning **teen development and leadership training program** expands students' knowledge of art, science, and history while strengthening skills in communication, critical thinking, and leadership. The Program trains them to become leaders, thinkers, professionals, and contributing members of their communities. This role offers a thoughtful, passionate, and empathetic individual the unique opportunity to shape the next generation, enabling teens from diverse backgrounds to open new doors, gaining access to college and career options limited only by their dreams and expectations.

The Manager, Youth & Family Programs is responsible for managing the **Junior Docent Program** as well as family programs and events, including the Museum's participation in community-based festival programs (e.g., Yonkers Pride, Riverfest, National Night Out, Yonkers Arts Weekend), weekend drop-in family studio projects, school vacation programming ("SOSI"), and summer camp. These responsibilities are interdependent, as Junior Docents are the public face of the Museum, and act as facilitators of access and outreach as part of their program and growth as leaders

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, with special concern for youth and family audiences. The Manager reports directly to the Assistant Director, Education and meets with the Education team regularly to ensure communication about all youth and family programs.

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

RESPONSIBILITIES:

Youth Programs

The HRM Junior Docent Program - inaugurated in 1995 and now celebrating its 27th year, this nationally recognized youth development and teen leadership program engages approximately 70 Yonkers public high school students who receive comprehensive leadership training at the Museum over the course of four years.

- Maintain a group of approximately 70 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 training sessions; coordinate motivational guest speakers; plan and facilitate off-site and virtual trips to museums, colleges, and cultural sites.
- Evaluate Junior Docent performance through regular observations and meetings.
- Supervise p/t Youth Program Associate, who assists in weekend programming and administration.
- Manage 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 teen programs for the public.
- 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, "HalloWeekend &

- Dia de Muertos,” “Holiday Kick-Off,” 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 Collections.
 - 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 interactive early childhood and family gallery engagement activities.
 - Work with colleagues to connect with the community through outreach events and other initiatives.

Administrative

- Manage Junior Docent budget and plan and purchase meeting snacks under NYS CACFP Guidelines.
- Manage Family Programs budget.
- Contribute to grant narratives for government, foundation and private funding and reports for funders, generating and submitting certain reports monthly and quarterly.
- Work with Advancement to publicize 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.
- Commitment to diversity, access, equity, and inclusion in approach to content creation and audience engagement.
- Experience working professionally and collaboratively as a team, across

departments, and with external partners. Ability to build relationships and consensus with patience and flexibility while working in a dynamic public environment.

- Strong organizational and project management skills with high attention to detail and ability to work on multiple projects simultaneously; follow-up skills are essential.
- Ability to communicate professionally in all formats including writing and presentations.
- Experience working with, and a genuine enthusiasm for supporting youth; knowledgeable and creative 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 advantageous.
- 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.
- Proficiency in Microsoft Office and Google suite products required.
- Proficiency in and/or conversational Spanish is advantageous

Proof of full COVID-19 vaccination is required.

SCHEDULE:

Wednesday, Thursday and Friday 9am to 5pm

Saturday and Sunday 9:30 am to 5:30 pm

This position is onsite at all times (no remote or online work unless specified).

BENEFITS:

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

- The Museum pays 100% of premiums for medical, dental, and life insurance.
- 403(b) basic retirement plan
- Generous 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
- Standard worker's compensation, short-term and long-term disability and unemployment insurance
- Participation in TransitChek Commuter Benefit program

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.

Hudson River Museum (hrm.org) is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM's mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, and history.

The Museum offers engaging experiences for nearly 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. Accredited by the American Association of Museums (AAM), 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.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.