

Manager, School Programs

General Statement of Responsibilities and Duties:

Inquiry-driven investigations of the world inspired by art and science provide a catalyst for perspective-taking, critical thinking, creativity, and interdisciplinary learning. The Hudson River Museum seeks a highly motivated team player who is invested in the ways that arts and sciences can play a pivotal role in student learning and teacher training. S/he/they envisions, implements, and evaluates PreK-12 school and educator programs, partnerships, and publications that realize this aim in collaboration with internal and external stakeholders.

This full-time position creates, evaluates, updates, and teaches all school programs curriculum, including permanent collection and special exhibitions, for field trips as well as museum school partnerships. In addition to hands-on workshops and lesson plans, the position develops and trains docents in inquiry-based tour strategies for special exhibitions, assisting them in tour delivery and updating them on workshop content. Working closely with the Assistant Director, Education, s/he/they supports the overall operations and administration of the Education Department in various capacities. The position schedules group visits, prepares contracts, tracks attendance, and interfaces with teachers and docents. S/he/they leads all art-, history-, and science-based workshops, maintains school program supplies and assists at education related events. On occasion, special projects will be assigned to the position by his/her/their supervisor.

Key Relationships:

Reporting: This position reports to the Assistant Director, Education.

Primary Internal Collaborators: Education; Visitor Services; Curatorial; Docents

Primary External Collaborators: Westchester-based public, private and parochial schools, education organizations, other school-based organizations in the NY area.

Primary Responsibilities and Duties:

- Establish a vision, strategy, and measurable user-centered outcomes for School Programs and publications (print and digital) aligned with Museum priorities under the supervision of the Assistant Director, Education.
- Plan and execute programs aligned with the vision and strategy for school

programs and the Museum's mission and goals. Ensure deadlines are met, programs are innovative and relevant to new and current audiences, and logistics are smooth.

- Develop and update thematic, inquiry-based curriculum for special exhibitions and permanent collection to include tours, workshops, and lesson plans that can be implemented in the Museum and/or classroom, for field trips and museum-school partnerships, serving approximately 20,000 students annually, and available on Museum website ("Museum From Home").
- Train approximately 40 volunteer docents in museum education pedagogy and practice reflective of the Museum's holistic vision for serving its current and future audiences.
- Recruit, train, and supervise contractual educators and volunteers who support school and partnership programs to ensure high quality visitor experiences. Coach, supervise, and evaluate intern(s) for school and partnership programs.
- Teach school and educator programs as well as programs for a variety of audiences, adapting curriculum accordingly.
- Set up, conduct, and clean-up all scheduled workshops for school programs and museum school partnership sessions on- and offsite.
- Design evaluation tools to gauge progress toward desired outcomes, gather relevant data, reflect on results, and make continuous improvements. Share insights with peers at the Museum and beyond via conferences, publications, etc.
- Grow the number of students and teachers in schools in Yonkers and throughout Westchester County, particularly in low-performing districts, so they benefit from school and partnership programs by developing relationships, designing relevant programs, leveraging strategic marketing, communicating through various means of outreach, and setting annual goals.
- Work with Assistant Director, Education, to develop, implement, manage, track, and document museum school partnerships, including the participation of teaching artists.
- Collaborate with Family Programs staff in creation of programming and gallery interactives to bridge learning in and out of school.
- Support gallery resources for self-guided gallery tours (permanent collection & special exhibitions)
- Collaborate with internal and external stakeholders to develop and share resources supporting PreK-12 students and educators.
- Manage budgets, track statistics (i.e., program participation and progress toward outcomes), and develop reports for the Museum, funders, and

- government agencies.
- Other duties as assigned.

Additional Responsibilities:

Docent Program:

- Plan and lead docent training in concert with Assistant Director, Education, including developing and leading docent intensives twice a year.
- Develop and model tour strategies for docents in their preparation to lead experiences in Museum collections and exhibitions, for both field trips and museum school partnerships.
- Manage docent tour schedules (tour sign-up sheets and online form), maintain records of completed tours, and communicate information about groups to docents. Docent administration includes:
 - Planning and delivery of training calendar sessions
 - Preparation of session materials
 - Liaising with guest speakers/artists
 - Recording/disseminating follow up and archive content and information through Weekly Docent Digests
- Collaborate in docent observation and evaluation.
- Maintain docent training materials and library.
- Build and strengthen the per diem educator roster to assist position.
- Prepare and facilitate training sessions in workshops connected to docent tours and planetarium shows for per diem educators, followed by evaluation.
- Act as liaison with Docent Council, Outreach Committee

Virtual Programs:

- Support scheduling of virtual Planetarium shows and gallery programs for schools/groups
- Work with Group Visit Request Form and messages
- Create contracts
- Create Zoom links and support related logistics
- Ensure delivery of pre- and post-visit materials to participating schools

- Develop, upload, and maintain HRM content on IMLS Museums for Digital Learning
- Support ongoing development of Teaching Resources/Art Activities/Science & Nature Activities for MFH

Administrative:

- Schedule and generate contracts for school and adult group visits, interfacing with teachers and group leaders.
- Prepare, track, and order all workshop supplies.
- Generate support materials for school visits.
- Make pre-visit trip confirmation phone calls.
- Greet groups and interact with teachers.
- Distribute, collect, record, and track “Comment Cards,” or similar evaluation materials.
- Act as liaison with Security and Visitor Services as needed.

Requirements and Qualifications:

Experience and Skills:

- Excellent gallery teaching.
- Demonstrated ability to set measurable goals, gather relevant data, reflect on results and leverage insights surfaced through the process to make continuous improvements.
- 5+ years of experience teaching in schools and/or partner organizations supporting school and/or educator programming.
- A demonstrated commitment to ongoing professional learning.
- Experience mentoring teaching volunteers, contractual educators, and/or junior staff.
- Effective verbal and written communication skills.
- Strong project management and collaboration skills.
- Command of Microsoft Office and Google Suites. Experience with utilizing educational technology, e.g., platforms like Zoom, Microsoft Teams, Google Meet, etc., and leveraging digital solutions to enhance or expand programmatic impact.

Knowledge and Education:

- A Master's degree in museum education, art education, art history, studio art, or a related field is required.
- Familiarity with local, state, and national learning standards.
- Prior work with (or in) the public schools (preferred).
- Experience in volunteer management helpful.
- Familiarity or proficiency in Spanish a plus.

Compensation: \$50,000–\$55,000/annually

This position is on-site, with some flexibility for a hybrid work schedule.

Proof of full COVID-19 vaccination is required.

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) 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
- Standard worker's compensation, short-term and long-term disability and unemployment insurance
- Participation in TransitChek Commuter Benefit program

To apply: email cover letter and resume to employment@hrm.org. Submissions without a cover letter will not be considered. Include “Manager, School Programs” in the subject line.

About the Museum

Hudson River Museum 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.