

October 2019

## Digital Artist/Artist/Illustrator Consultant

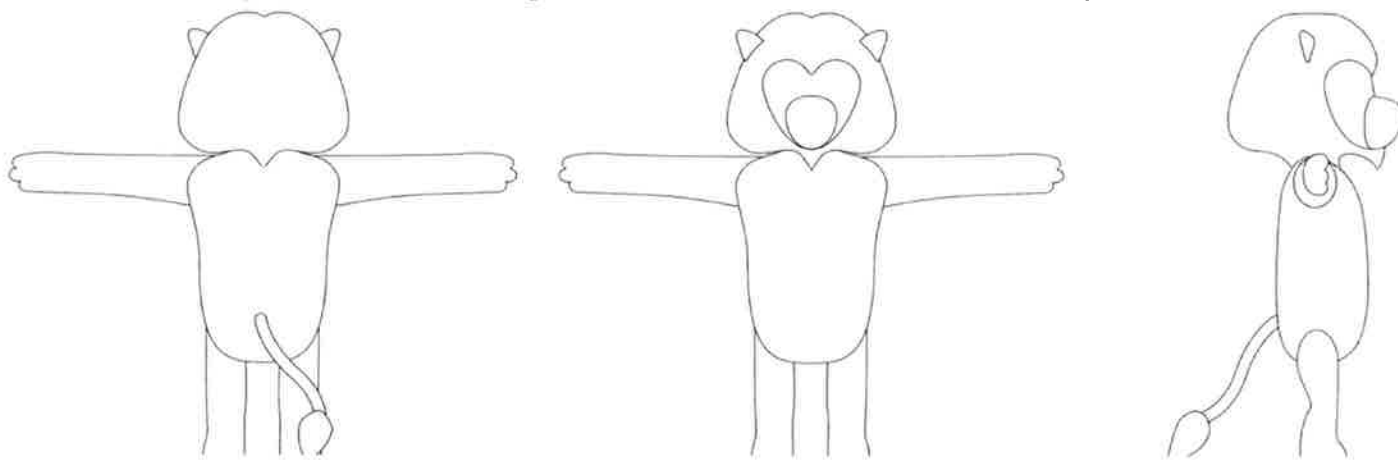
Bronx Children's Museum – Bronx, NY

### BRONX CHILDREN'S MUSEUM

The Bronx Children's Museum seeks a Digital Artist/Artist/Illustrator Consultant to create artistic content for a fast-paced interactive experience geared to children highlighting different cultural dances and music of the Bronx, which will be displayed/projected on a very large scale in a multi-media enclosed space for children visiting the Bronx Children's Museum. The interactive will be designed by Portion Design LLC for the Bronx Children's Museum in conjunction with the Museum's Director of Arts and Programs.

Working with Portion Designs LLC and the Museum's Director of Arts & Programs, during a two-month project, the consultant will:

- Create a set of assets (six quirky animal dancing avatars and one funky fun environment inspired by the Bronx) in Photoshop or Illustrator or illustrated/painted on a small scale.
- Specific Deliverables include:
  - Six Layered Character Designs at 4k resolution including designs for front, back, profile and relative size. See attached framing reference below
  - One Layered Environmental Design at high resolution for the characters' surroundings



### Qualifications:

- Digital Artist with five years of experience creating assets in Photoshop or Illustrator for 3D rendering.
- Artist/Illustrators without digital experience will be considered provided they have collaborated with digital teams and/or they are able to think and create on a large scale. Artists would have experience working with multicultural themes and physical environments.
- Experience in and with the Bronx is a big plus.

Interested and qualified candidates **should submit a portfolio of 3 projects including artistic imagery and 3D modeling, a cover letter outlining your experience and interest and a resume** to **Digital Artist Consultant** in the subject line to [jobs@bronxchildrensmuseum.org](mailto:jobs@bronxchildrensmuseum.org).

### Equal Opportunity Employer

**Bronx Children's Museum is an equal opportunity/affirmative action employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender self or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.**

October 2019

## **Digital Project Manager Consultant**

Bronx Children's Museum – Bronx, NY

### **BRONX CHILDREN'S MUSEUM**

The Bronx Children's Museum seeks a Digital Project Manager Consultant to oversee the installation of a digital media project, which will be displayed/projected on a very large scale in a multi-media enclosed space for children visiting the Bronx Children's Museum. The interactive will be designed by Potion Design LLC for the Bronx Children's Museum in conjunction with the Museum's Director of Arts and Programs within a 6-month period of time. Consultant is responsible for providing feedback on all work/phases, but not responsible for creating the work itself.

Working with the Museum's Director of Arts and Programs, the Executive Director, the Deputy Director of Finance and Operations, and Potion Design LLC, the consultant will:

- Oversee and manage the installation of the digital media project in the Museum's space.
- Ensure that all phases and scope of the project are completed timely, accurately and within budget.
- Coordinates as the point person in the development, design, production and installation of the digital media project and integrate it within the Museum's space.
- Collate feedback for Potion Design LLC and the Museum staff and ensure that the project stays on track according to the project calendar and deadline.
- Oversee and manage the strategic project plan, including the scope of work, timeline (including production calendar and deliverables schedule), and budget.
- Coordinate or facilitate milestone meetings as necessary and provide necessary production resources and documents to the Museum's team. Consultant is responsible for providing the feedback on all work/phases, but not responsible for creating the work itself.
- This project will last approximately 6 months.

### **Qualifications:**

- At least 3 years of proven successful project management experience
- Previous digital experience preferred
- Familiarity with MS Office, Google products, various project-management platforms, Adobe Photoshop and Illustrator, various CMS platforms
- Highly developed organizational qualities that include the ability to work on complex initiatives in a fast-paced work environment
- Highly skilled Project Manager who knows the right questions to ask, a creative problem solver and is proficient in schedules, budgets, managing creatives, etc.
- Highly developed organizational qualities that include the ability to work on complex initiatives in a fast-paced work environment

Interested and qualified candidates **should submit a cover letter outlining your experience and interest and a resume to *Digital Project Manager Consultant*** in the subject line to [jobs@bronxchildrensmuseum.org](mailto:jobs@bronxchildrensmuseum.org).

### **Equal Opportunity Employer**

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## **WordPress Website Developer**

Bronx Children's Museum – Bronx, NY

### **BRONX CHILDREN'S MUSEUM**

Bronx Children's Museum is a new kind of children's museum "with and without walls" in the only borough - the Bronx - that until very recently, did not have a children's museum. Currently operating "without walls" in schools, shelters, parks and community agencies, the Museum provides programming to 18,000 Bronx residents annually. The Museum uses innovative mobile programming to engage children and adults in the arts and sciences. The museum also creates temporary exhibits and serves after-school and summer needs throughout the Bronx at community-based organizations, schools, shelters, libraries, local festivals and parks. The Museum has partnered with the City of New York to create a permanent home in a former powerhouse along the Harlem River in the South Bronx that will enable it to serve 75,000 children per year. Construction has already begun on the 13,000 sq. ft. site with a total of 7,500 sq. ft. of exhibitions currently in the design phase.

The Museum is embarking on a redesign and complete overhaul of its website and seeks an expert WordPress Website Developer to build out a custom website that will present the Museum's core mission, build visibility, engage visitors, sell tickets, attract donors, and raise awareness of special exhibitions.

The end product must be secure, mobile responsive, include customizable layouts, be ADA accessible, quick loading, searchable, include capacity to be multi-lingual, and include capacity for simple and dynamic user forms with file uploads. The site must include system backup and maintenance, and SEO integration. A full scope and set of specs will be supplied at time of interview.

Working with the Director of Marketing & Communications, the consultant will:

- Manage Front-End & Back-End Development
- Generate/Manage Plug-Ins and Themes
- Performance Monitoring
- Participate in Team and Client Meetings
- Conduct WordPress Client Training

**Required experience:** JavaScript, jQuery, HTML5, CSS3, responsive design, UI/UX: 4+ years

#### **Other Qualifications:**

- Expert level CSS skills, impeccable WordPress experience, and solid JavaScript and PHP skills
- Experience building high quality responsive websites for exceptional user experience
- Proven ability to develop and execute efficient high-end sites that can delivery content efficiently
- Strong knowledge of mobile-first responsive web development
- Deep understanding of UX/UI and grid responsive designs
- Graphical sense of design, ability to take files from designer and turn them into working UI
- Experience working with internal and third party APIs
- Ability to write clean, scalable/modular code through source control
- Ability to follow directions and adheres to timelines and project plans
- Good communication skills and work collaboratively
- Highly organized and great time management skills
- Experience with Adobe Photoshop and Illustrator is a plus

Interested and qualified candidates should submit a thoughtful cover letter outlining your experience and interest with **Website Developer Consultant** in the subject line to [jobs@bronxchildrensmuseum.org](mailto:jobs@bronxchildrensmuseum.org).

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## **Operations Manager**

Bronx Children's Museum – Bronx, NY

Bronx Children's Museum currently exists as a "museum without walls" and serves almost 18,000 Bronx residents annually. The Museum uses innovative mobile programming to engage children and adults in the arts and sciences. The museum also creates temporary exhibits and serves after-school and summer needs throughout the Bronx at community-based organizations, schools, shelters, libraries, local festivals and parks. The Museum has partnered with the City of New York to create a permanent home in a former powerhouse along the Harlem River in the South Bronx that will enable it to serve 75,000 children per year. Construction has already begun on the 13,000 sq. ft. site with a total of 7,500 sq. ft. of exhibitions currently in the design phase with an expected opening date in 2020.

### **Position Description & Requirements:**

The Museum is seeking an experienced and passionate **Operations Manager** responsible for laying the groundwork for and overseeing the transition of the Museum from a virtual museum to one with a state-of-the art facility and smooth-running organization.

Areas of responsibility will include, but not be limited to:

1. Building Operations and Management
2. Exhibit Installation Scheduling, Testing, and Ongoing Maintenance (in concert with engineers, exhibit designers, and fabricators)
3. Information Technology System Launch and Management
4. Security, Safety & Maintenance Management
5. Visitor Services and Office Management
6. Procurement Coordination, Installation, and Ongoing Maintenance of Furniture, Fixtures and Equipment (FF&E)

Under the supervision of the Deputy of Finance and Operations (DDFO), the **Operations Manager** will:

- Play a critical leadership role in creating a fully-operational, smooth-running facility;
- Develop and enact institutional operational standards, procedures and protocols;
- Oversee smooth exhibit installation and integration, with ongoing troubleshooting and problem-solving as needed;
- Work with and finalize day-to-day visitor services organizational systems.

S/he will also act as primary point-person with City and State partners throughout the transition process as well as after the public launch when the building will be operational and open to the public.

Key responsibilities will include, but are not limited to, the following:

#### **1. Building Operations Management:**

- With the DDFO, create and institute policies and procedures resulting in sustained operational success; including the development of performance operational standards throughout the organization and visitor services (SOP).
- Oversee the management of BxCM's site, facilities and property to support ongoing goals, which may evolve over time, to most effectively serve the changing needs of our constituency, programs, and exhibits.
- With the DDFO, represent the Museum at bi-weekly Site Meetings with representatives from NYC Department of Design & Construction, NYC Department of Parks & Recreation, Project Architects, Project Construction Manager, and other project representatives.
- With the Visitor Service Consultant, develop and implement policies and procedures in preparation for Opening, including Visitor Services, Ticketing/Admissions, Retail, Safety, and other critical operational functions.
- Create, implement, and manage office operations including office space oversight and allocations.
- Oversee legal, compliance, and insurance issues as related to Operational Management of the Museum.
- Oversee day-to-day operations and staff coverage, including weekends and on-call emergencies.
- Cross-train all management staff to provide functional support during absences or to address immediate needs.

#### **2. Site Integration and Exhibit Installation**

- Assure that visitor spaces (exhibits and props) are well maintained and safe, fully operational, and upgraded when needed.
- Oversee smooth Work with City partners and the Museum's Exhibit Design & Fabrication partners to develop and execute a plan and schedule for site integration, exhibit installation, and testing in keeping with the overall construction timeline and exhibit fabrication forecasts.
- Coordinate as needed with any and all project contractors, including Artists, to ensure smooth site choreography and efficient collaboration for installation, testing, commissioning, permitting, or other site requirements.
- Work effectively with the building owners and tenants to ensure a positive working relationship.

### **3. Information Technology Launch and System Management:**

- Guide the organization through new technology integration and implementation, ensuring that technology is used optimally and holistically throughout the organization. Provide decision leadership for integrated solutions, training, and support related to technology systems.
- Manage and leverage department technology platforms for building automation (including remotely), record retention, and maintenance schedules.
- Manage all IT issues (computers, servers, telephone, internet, AV) and liaise with vendors to troubleshoot and problem-solve toward quick and efficient resolutions.

### **4. Security, Safety, and Maintenance Management:**

- Assure the highest level of safety, hygiene, and least intrusive, yet tight security measures.
- Establish, codify, implement, document, and monitor the Museum's safety, cleaning and emergency policies, protocols, and procedures.
- Recruit, train and supervise Security and Maintenance managers.
- Create and implement routine maintenance schedules for vendors, and institute protocols for when outside agents are in the building.
- Launch and oversee security system already designed and under construction.
- Create and manage monitoring and access protocols to the building.
- Develop and implement operational plans for the Soft and Grand Openings.
- Manage the day-to-day operations associated with the Museum's bus. Working closely with the bus driver, develop and implement a daily pre and post visit safety check list, program of scheduled preventative maintenance including safety inspections, and coordinate and schedule all necessary (interior and exterior) maintenance. Ensure a safe environment for visitors and staff in compliance with regulatory requirements such as state registrations and insurance policies.

### **5. Visitor Services Management:**

- Promote the highest level of ongoing respect, warmth, and access to information/resources for visitors.
- Assist in the development and completion of the Visitor Services (PEER) Manual.
- Recruit, train and supervise building staff and key Visitor Services Staff.
- Orchestrate and coordinate with all departments (including Operations, Security, IT and Education) to ensure full and constant coverage and that visitor needs are integrated seamlessly into all aspects of Museum operations.
- With DDFO, maintain responsibility for opening and closing the facility, including starting and reconciling cash registers on a day-to-day basis.
- Oversee the management of and train staff on the Point-of-Sale (POS) system.
- Manage (future) merchandising for both mission-alignment and revenue-generation and enact protocols and policies to safeguard store inventory.

### **6. Building and Furniture, Fixtures and Equipment (FF&E) Management:**

- Serve as the building coordinator and primary contact for facility issues including weekend and on-call emergencies.
- Ensure that operating equipment, and systems are safe, green, tested on an ongoing basis, and in compliance with all applicable regulatory and governmental codes when possible.
- Create a site-specific plan for installation and operations of the building's AV, IT, Safety and Security systems, based on the current construction scope as well as current Furniture, Fixture, and Equipment (FF&E) list. This will include short-term and long-term planning and strategy.
- Oversee the procurement and installation of all FF&E per existing plans and equipment lists.
- Manage assigned projects in accordance with bidding, budgeting, scheduling and stakeholder engagement requirements.

### **Minimum Required Qualifications:**

- A bachelor's degree plus at least five (5) years of relevant experience in planning and overseeing museum operations, including Visitor Services, Maintenance, Security, IT, Retail and/or other critical functions related to museum operations
- Five-year minimum experience in facilities management, project management and staff supervision
- Strong understanding of construction projections, schedules, and budgets with proven ability to set priorities and meet deadlines
- Ability to effectively communicate with diverse groups of stakeholders
- Must be organized and very detail-oriented
- Superior interpersonal and communication skills; must be a graceful and effective problem-solver
- Must be a self-starter and function well both independently and as part of teams
- Experience with planning and implementation of IT systems, as well as building integration of digital media and show control systems
- Familiarity with Point-of-Sale (POS) systems a plus
- Experience with NYC Department of Design & Construction (DDC) and/or NYC Department of Parks & Recreation (DPR) a plus
- Familiarity with LEED construction practices a plus
- Connection and familiarity with the Bronx a plus

- Ability to work in a virtual office environment, travel to Bronx and surrounding NYC boroughs for meetings and special events; flexibility to oversee operational programs, visitor services, vendors, security and maintenance and IT-related issues as needed during weekends, holidays, and evenings and on-call as needed.

Interested candidates should email [careers@bronxchildrensmuseum.org](mailto:careers@bronxchildrensmuseum.org) and include "Operations Manager" in the subject.

- Letter of interest addressing the key responsibilities and required qualifications
- Resume

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## **Grant & Development Manager**

Bronx Children's Museum – Bronx, NY

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### **Position Description & Requirements:**

The Museum is seeking an experienced, skilled and passionate **Grant & Development Manager** to assist with the grant process and development opportunities, including, but not limited to:

- ❖ Individual Donors
- ❖ Grant Proposals
- ❖ Naming Campaign
- ❖ Annual Gala & Special Events
- ❖ Administrative support to the Director of Development

The Grant & Development Manager will assist with all fundraising activities including the Museum's overall fundraising plans and strategies, donor relations, direct mail appeals, grant writing, and special events, as well as provide a wide range of administrative support to the Director of Development. This role reports to the Director of Development, and key responsibilities will include, but are not limited to the following:

### **Individual Donors:**

- Help integrate and maintain a robust donor database system.
- Assist the Director of Development on obtaining and cultivating the network of donors.
- Work closely with Director to create year-end solicitations (hard copy and electronic) that can be sent by members of the Board of Directors to their contacts and directly to our network of donors/newsletter subscribers. Work in tandem with the Director of Marketing & Communication to create these pieces.
- Develop a year-end thank you letter for contributors that can be personalized, as appropriate. Responsible for distribution of thank you letters to donors.
- Collect data about the donors and donations and create a report and assessment of Year-End Appeal to be shared with the Board of Directors.
- Conduct prospect research on individual prospects and/or potential donors.

### **Grant Proposals:**

- Coordinate concepts and strategies for grant funding opportunities, manage the annual grants/reports calendar, and communicate information and results to the Director of Development and the Executive Director.
- Coordinate efforts across departments to facilitate the writing and preparation of all grant proposals, budgets, and reports related to foundations and corporation funding solicitations.
- Write, develop and prepare non-government proposals as needed (e.g. private and corporate foundations) for general operating, program, exhibit and reserve funds.
- Perform follow up with private funders including acknowledgement letters.
- Help develop, systematize, and oversee budgets and supporting materials.
- Identify and pursue prospective funders/funding streams and sources.
- Develop and maintain ongoing prospect research as required.
- Ensure compliance and meet reporting requirements for existing grants.
- Develop and maintain a tracking system for all funding transactions including proposal and report deadlines and acknowledgement letters.

### **Naming Campaign:**

- Support the Director during the upcoming Naming Campaign, including timeline, scheduling, donor research, material preparation, and formal agreement documentation.
- Assist with Donor Wall launch, including database maintenance, acknowledgements, featured text confirmation, and formal agreement documentation.

#### **Annual Gala & Special Events:**

- Assist with the process leading up to and following the Annual Gala, including, but not limited to assisting with and managing the timeline of the event, ticket sales, sponsorship research/proposals/outreach, honoree relations, and oversight of the Gala Reception.
- Work closely with the event planning partners and Gala committee to ensure a successful event.
- Assist with smaller-scale fundraising events, including developing solicitation strategy, identifying target attendance audience, tracking RSVPs and staffing

#### **Administrative Support to the Dir. of Development:**

- Coordinates efforts across departments to facilitate the writing and preparation of all grant proposals, budgets, and reports related
- Database entry and report generation
- Assist with the system conversion (the Museum is moving to a new POS platform) and user manual for new systems
- Funder research
- Timely generation of thank you letters
- Executing mailings
- Document scanning and sharing
- Tracking invoice receipts and payments
- Ordering of materials
- Providing general support to Development Director
- Other duties as assigned

#### **Requirements & Qualifications:**

- 3-5 years of experience in development, providing an understanding of nonprofit fundraising, grant writing, administrative processes and procedures, standard accounting practices, and database use
- Must be able to work independently
- Excellent written and verbal communication skills
- Excels at setting and managing realistic deadlines; strong time management skills.
- Must have excellent organizational skills, be detailed oriented, be dedicated to completing projects in a timely manner, and comfortable working in a fast paced situations
- Ability to multitask and juggle many projects at once
- Proficient in MS Office with expertise in Microsoft Word (including Mail Merge) and Excel
- Proficient in Google docs
- Knowledge of Donor Perfect, Doubleknot, Clearview systems a plus
- Ability to work in a virtual office environment, travel to Bronx and surrounding NYC boughs for meetings and special events; flexibility to oversee events during weekends, holidays, and evenings and on-call as needed
- Connection and familiarity with the Bronx a plus

Interested candidates should submit their resume to [careers@bronxchildrensmuseum.org](mailto:careers@bronxchildrensmuseum.org) and include "Grant & Development Manager" in the subject line.

#### **Equal Opportunity Employer**

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October 2019

## **Arts Integration Specialist (Part-Time)**

Bronx Children's Museum – Bronx, NY

Bronx Children's Museum seeks a *Part-Time Arts Integration Specialist* to be part of the team that will manage art integrations within the Bronx Children's Museum new building set to open in 2020. The **Arts Integration Specialist** will work with the Director of Arts and Programing to create curatorial statements throughout the Museum that explore relationships between children, nature, culture and the Bronx.

### **Qualifications:**

The ideal candidate will have experience working directly with Bronx emerging and mid-career artists, a broad knowledge the Bronx cultural community, have a love for the rich natural landscape of the Bronx, be knowledgeable of Bronx-based artists and arts organizations, experience and enthusiasm for communicating about art to a broad spectrum of people, interpersonal skills, administrative skills, public art experience, and the ability to follow-through and an ability to manage multiple details and deadlines.

### **Responsibilities:**

Responsibilities associated with the position include, but are not limited to the following:

- **Administrative:** Manage the artist database, artist proposals, written communication with artists and artist review committee, artist contracts, and loan forms.
- **Curatorial:** Assist the Director of Arts and Programing in curating and organizing multiple locations for the Bronx Children's Museum Building. Assist in 3 competitive commissions and 12 individually awarded commissions.
- **Fabrication and Installation:** Assist the Director of Arts and Programing with the communication between artists, designers, and architects to communicate timeline, identify problems and oversee installation.
- **Exhibition Production:**
  - Assist the Director of Arts and Programing with loans and contracts from artists, installation schedule and oversee contracted art handlers and engineers, prepare condition reports for incoming and outgoing work.
  - Write interpretive text for labels for all artwork.
  - Coordinate announcement cards, wall labels and signage.
  - Outreach: organize studio visits, meetings and collaborations between artists and the Bronx Children's Museum.
  - Participate in institution-wide planning committees with both design and multimedia design teams.
  - Represent the Bronx Children's Museum portfolio reviews, community meetings and developments.

### **Requirements:**

- Minimum three years of professional experience in a curatorial setting
- Excellent communication, writing and editorial skills
- Experience working with Bronx-based artists and arts organizations
- Proficiency with Word, Excel, Photoshop

The **Arts Integration Specialist** position offers competitive rate of pay commensurate with experience. It is a part-time position based on approximately a 3-day workweek.

To apply, please send your resume, thoughtful cover letter outlining your experience and interest and salary requirements with **Arts Integration Specialist** in the subject line to [careers@bronxchildrensmuseum.org](mailto:careers@bronxchildrensmuseum.org).

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**Teaching Artist**

**Bronx Children's Museum – Bronx, NY**

The Bronx Children's Museum seeks Teaching Artists to lead in-school and after-school programs in music, dance, and fine art. Drawing on your knowledge, experience, ability and expertise, Teaching Artists will provide art instruction to children in surrounding our yearly theme, program objectives, and goals. Teaching Artists are responsible for creating and submitting a curriculum and lesson plan that meets the specific programs objectives 4 weeks prior to the program term. In addition, to the following requirements you will be asked to attend special events or field trips.

**Qualifications:**

- BFA from an accredited college within your field of expertise. (MFA Preferred)
- 3+ years teaching children K-5th grade within your field of specialty
- Must have experience working with families, children, and communities
- Spanish Bilingual preferred
- Connection and familiarity to the Bronx a plus
- Able to travel to community sites throughout Bronx

**Responsibilities:**

- Attend all orientations and supervise 20-25 students in your area of expertise.
- Arrive a half-hour before the program is scheduled to set-up and have group meetings.
- Lead and create a final performance with the children for parents and caregivers.
- Submit a lesson plans correlating with the programs overarching theme and objectives.
- Preparing/cleaning-up each class, submitting a supply order to BxCM, maintaining condition of equipment, and giving parents feedback during pick up.
- Lead discussions with children exploring the theme and integrating literacy activities and vocabulary each day.
- Lead children in lesson plans, journaling, and writing to describe their experience in the program.
- Conducting an assessment system, monitoring each child's progress, and collecting testimonials from children and staff before the end of the program.
- Documenting the class with photos and submitting 10-15 good quality photos of your project. The testimonials and photos must be received for final payment.
- Engage the families of the students by sharing each family's diverse culture and traditions as it relates to your field of specialization.
- Working collaboratively with the school or organizational staff to ensure successful workshops.

**Please submit a resume, cover letter, and five work samples to [Careers@bronxchildrensmuseum.org](mailto:Careers@bronxchildrensmuseum.org).**

**Samples should be labeled in the following format: Last Name, First Name, Title, Year**

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