

NEW YORK TRANSIT MUSEUM

Executive Director



ORGANIZATION: New York Transit Museum

POSITION: Executive Director

REPORTS TO: Board of Trustees

LOCATION: Brooklyn, NY; in-person

INFORMATION: nytransitmuseum.org

TO APPLY: Please send cover letter and resume as one PDF to NYTMED@pbrsearch.com with title format “Last Name First Name – Letter Resume” and complete the Voluntary Self Identification [form](#). This will assist us in improving our hiring practices and ensuring equal opportunities. Participation is voluntary and will not affect your candidacy in any way.

BACKGROUND

Housed in an authentic 1936 subway station in Downtown Brooklyn, the New York Transit Museum spans a full city block and features a working platform with a rotating [collection of historic subway and elevated cars](#) dating back to the early 1900s. Through immersive [exhibitions](#), hands-on experiences, accessible [educational](#) and [public programs](#), special excursions, and its second gallery and store in Grand Central Terminal, the Museum serves as a “museum without walls,” telling the story of New York through the lens of public transportation and bringing that history — and future — to life for New Yorkers and visitors alike. Welcoming more than half a million visitors annually, the Museum serves audiences that reflect the extraordinary diversity and inclusivity of New York City and the region, as it has since its founding in 1976.

Established in 1995 in partnership with the Metropolitan Transportation Authority (MTA), Friends of the New York Transit Museum is a 501(c)(3) organization that is in the course of assuming principal operating and strategic leadership of the Museum, in addition to its historic role of raising funds from public and private sources to support the Museum’s exhibitions, programs, and staff. With approximately 80 full- and part-time employees and a current operating budget of ~\$10M, the Museum stewards the MTA’s archive of more than 1M artifacts. The Museum also works in partnership with the MTA to support widely popular events like [tours of Old City Hall station](#), [vintage subway train rides](#), and the annual [bus festival](#). In 2026, the New York Transit Museum [celebrates its 50th anniversary](#) with a yearlong series of exhibitions, programs, and events —honoring five decades of preserving and sharing the story of public transportation in New York City and looking ahead to the next 50 years of growth and change.

POSITION

The executive director will set the future direction for the New York Transit Museum at an exciting moment of evolution and growth. Building on the Museum’s success, the ED will work closely with staff, board members, the MTA, and community partners to define a vision for the future encompassing organizational growth and development, exhibitions, education and public programs, and external relations with continued financial and operational sustainability. The ideal candidate is an accomplished and entrepreneurial leader with a proven ability to inspire talented teams, cultivate strategic partnerships, and lead institutional growth. They will possess a track record of operational excellence and experience managing complex, multi-disciplinary organizations.

RESPONSIBILITIES

Strategic Leadership

- Collaborate with staff, board members, and partners to shape the future of the New York Transit Museum and its public-private partnership with the MTA, including setting strategic goals and developing targets for desired outcomes and impact.
- Lead the senior team responsible for exhibitions, the collection and archive, education and public programs, retail and licensing, development, marketing, facilities and operations, finance and HR. Ensure that organizational resources are deployed effectively in support of strategic goals.
- Communicate the vision for the New York Transit Museum so that all internal and external stakeholders understand the Museum's goals and know how their work and partnership contribute to making them a reality.

Team Leadership

- Provide inspiring leadership that motivates the team and fosters collaboration and communication across departments. Ensure that staff see how their specific roles contribute to the overall mission of the organization.
- Work with senior leadership to ensure that the New York Transit Museum has a positive and supportive culture that attracts and retains staff, provides opportunities for professional development, and has robust HR practices. Nurture an integrated and inclusive work culture rooted in open communication.

Fundraising and External Relations

- Work with the development team and Board of Trustees to develop and execute a comprehensive fundraising plan that supports the organization's overall revenue strategy.
- Serve as a compelling spokesperson and advocate, with the ability to succinctly and clearly explain the Museum's unique identity and offerings to broad audiences.
- Identify, strengthen, and sustain relationships with a variety of partners and stakeholders, including funders, community partners, elected officials, and collaborators at the MTA, including the MTA's operating agencies, headquarters, and MTA Arts & Design.
- Continue to expand the Museum's visibility, both locally and nationally, as one of the few institutions in the world dedicated to telling the story of urban public transportation.

Board Relations

- Work closely with an engaged and active board to determine and evaluate the strategic direction for the organization.
- Develop strong relationships with each board member, ensuring their contribution to the Museum is aligned with their interests and the organization's needs.
- Partner with the current board to attract and engage board members who can help the organization realize its mission and vision. Provide tools for board self-evaluation and professional development.

Financial and Operational Leadership

- Provide strategic and fiscal leadership for the organization, overseeing P&L, earned revenue streams, and financial relationships with public-sector partners, fostering a metrics-driven culture focused on efficiency, accountability, and measurable results.

- Partner with staff leadership to oversee the museum’s multi-faceted operations, prioritizing long-term sustainability and modernizing internal infrastructure to align with organizational best practices.

QUALIFICATIONS

- Significant executive leadership experience, with a track record of working with an engaged board and dedicated staff to set a vision for an organization and execute against it.
- Skilled in leading change management in a complex environment, with the ability to engage, align, and build trust among diverse internal and external stakeholders.
- Deep understanding of New York City’s and the region’s civic, cultural, and governmental landscape, with a demonstrated commitment to the city’s continued vitality and public good.
- Ability to represent an organization on a local, regional, and national scale; experience forging partnerships with individuals, organizations, corporations, and government officials.
- A passion for fundraising from diverse sources, collaborating with an active and engaged board and development staff to build enduring donor relationships.
- Experience setting and managing complex budgets with both philanthropic and earned income streams.
- Superior managerial and interpersonal skills, and experience leading a highly capable staff in ways that emphasize collaboration and teamwork.
- Commitment to NYTM’s mission, with a deep interest in and passion for history, civic life, New York City and the region, or transit.
- Strong written and verbal communication skills; emotional intelligence; and natural ability to engage with diverse audiences, including staff, board members, partners, funders, government officials, and community members.

COMPENSATION

- **Anticipated salary is \$250K–\$275K;** compensation for the finalist selected for this role will be set based on a variety of factors, including but not limited to budgetary considerations, qualifications, experience, and track record of success. This hiring range represents the Museum’s good faith and reasonable estimate of the range of possible compensation at the time of posting.
- Comprehensive benefits package, including medical, dental, and vision insurance and paid time off.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, the New York Transit Museum encourages you to apply.

The New York Transit Museum is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. The New York Transit Museum will provide reasonable accommodations for qualified individuals with disabilities.