

## **Jane's Walk NYC Steering Committee**

### **Summary of Position**

The Municipal Art Society of New York (MAS) is seeking part-time volunteers to join the Jane's Walk NYC Steering Committee. These individuals will work in collaboration with the full-time Jane's Walk NYC Team at MAS to plan and produce the 2026 Jane's Walk NYC Festival (May 1-3, 2026). Steering Committee members will provide key support during the months leading up to the festival, and during the festival weekend. Ideal candidates will demonstrate a passion for New York City history and culture, combined with strong communication, community-building, and collaboration skills. Members of the committee will gain valuable public speaking, community organizing, and event planning experience by helping produce a city-wide festival that reaches over 7,000 people.

This is a short-term, unpaid, volunteer position. The time commitment 5-10 hours per week between February and May 2026, with some extra hours during the festival weekend (May 1-3, 2026).

### **Responsibilities**

The Steering Committee will report directly to the Senior Manager of Public Programs and interact with the Jane's Walk NYC Leader Community. Specific responsibilities include but are not limited to the following:

- Attend monthly virtual planning meetings with Senior Manager of Public Programs and other Steering Committee members
- Help lead information sessions and walk leader training sessions, both in-person and on Zoom
- Develop engagement and training ideas for walk leaders
- Cultivate new marketing and engagement methods for the walk submissions open call and festival sign-ups
- Assist walk leaders in developing their walk ideas
- Distribute marketing materials, including flyers and stickers, around the five boroughs

### **Qualifications**

This is a list of desired qualifications and does not represent firm requirements. Applicants who do not meet all the qualifications may be considered:

- Excellent oral and written communication skills, including public speaking
- Demonstrated ability to work flexibly, balancing multiple assignments and successfully working both independently and in collaboration with others
- Past participation in Jane's Walk NYC as a walk attendee
- Past experience as a Jane's Walk NYC walk leader
- Experience working within an advocacy organization, an urban design/planning organization, a museum, an educational institution, or an elected official office is strongly preferred
- Familiarity with New York City's political landscape, urban design, and planning issues.
- Passionate about New York City history
- Ability to volunteer during occasional mornings, evenings and weekends
- Ability to lift and carry up to 50 pounds occasionally

## **Benefits**

This is a short-term, unpaid, volunteer position. Steering committee members will gain invaluable experience volunteering at a historic New York City advocacy organization that has been serving the city for 130+ years. Members will collaborate with and build connections with an esteemed team of practitioners and industry professionals on the Municipal Art Society of New York staff and within the Jane's Walk NYC community. Other benefits include:

- One, year-long membership to the Municipal Art Society of New York
- Discounts to Municipal Art Society of New York events and tours
- Invitation to Jane's Walk NYC Closing Party
- Exclusive Jane's Walk NYC merchandise

## **About Jane's Walk NYC**

Jane's Walk is an annual festival of free, community-led walking conversations inspired by urbanist, author, and activist Jane Jacobs. Jane's Walk NYC, organized by the Municipal Art Society of New York, is the largest chapter of the festival anywhere in the world. Every year, MAS staff organize a fleet of volunteer walk leaders to create 250+ in-person, virtual, and on-demand walks with over 7,000 participants.

During Jane's Walk NYC weekend, the simple act of exploring the city is enhanced with personal observations, local history, and civic engagement. Jane's Walk NYC encourages people to share stories about their neighborhoods, discover unseen aspects of their communities, and connect with visitors and neighbors alike.

### **About the Municipal Art Society**

The Municipal Art Society of New York (MAS) was founded in 1893 to work towards the creation of a livable city, to enhance the lives of all New Yorkers and to use the municipal arts of architecture, landscape architecture, planning, preservation, and public art to improve and protect the built environment of New York.

MAS envisions a future in which all New Yorkers share in the richness of city life—where growth is balanced, character endures, and a resilient future is secured. For over 130 years our advocacy efforts have led to the creation of the New York City Planning Commission, Public Design Commission, Landmarks Preservation Commission, and the Tribute in Light; the preservation of Grand Central Terminal, the lights of Times Square, and the Garment District; the conservation of more than 50 works of public art; and the founding of such civic organizations as the Public Art Fund, the New York Landmarks Conservancy, P.S. 1, the Historic Districts Council, the Park Avenue Armory Conservancy, and the Waterfront Alliance.

### **Work Culture and Employment Goals**

Our staff includes planners, design experts, historians, civic leaders, community builders, and advocates who love New York City. We work collaboratively across departments and with a wide variety of partners from across the boroughs. We hope you or someone you know can join us in our work!

The Municipal Art Society of New York is an equal opportunity employer and seeks qualified applicants without regard to race, color, sex, religion, national origin, age, disability, marital status, or sexual orientation. MAS is committed to cultivating a staff with diverse backgrounds and life experiences that is representative of the communities in which we live and work

### **How to Apply**

Please send a cover letter and resume to [janeswalknyc@mas.org](mailto:janeswalknyc@mas.org) with the subject line “Jane’s Walk NYC Steering Committee Application.” Applications are due on Monday, January 12 at 11:59 PM. Do not call or reach out to MAS staff directly, thank you.