

Job Title: Education Assistant, Contemporary Arts Center

Reports to: Director of Interpretation and Visitor Experience and Creative Learning Manager

Position Status: Part-time, non-exempt, hours are variable: 10-23 hours

The CAC is hiring multiple candidates for this position.

Compensation: \$13 an hour

***This is a bargaining unit position subject to collective bargaining. ***

OVERVIEW OF POSITION: The **Education Assistant** assists the Education team with the prep, planning, and facilitation of the CAC's educational programming, spending most of their time in the 6th floor Creativity Center.

The main responsibilities for the Education Assistant will include 1) Assist in the implementation of educational programming for visitors of all ages, 2) Greeting and interacting with visitors of all ages in the new 6th floor Creativity Center. 3) Aiding in the upkeep, restocking, and clean-up for the Creativity Center. 4) Creating educational project prompts for the Creativity Center's Studio and Zero Waste Art Lab.

There are multiple part-time positions available for this role, with the option to work 10-23 hours a week primarily weekends (Saturday and/or Sunday) from 9:30am-4pm, and one-two weekdays Thursday 2-7pm and/or Friday 9:30am-2pm. Some flexibility is available for the weekday hours.

The position is part of the of the Education team, working alongside the Teen Programs Manager, School Programs Manager, Community and Adult Programs Manager, Creative Learning Manager, and reporting directly to the Director of Interpretation and Visitor Experience.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Work with the Education Department to facilitate educational programs for visitors of all ages. Duties include assisting educators, artists, and participants with programming, visitor sign-in, evaluations, photographic documentation, program set-up, and take-down.
- Greet and interact with Creativity Center visitors to make them feel welcomed, provide general visitor service, and offer helpful information about the space and artwork.
- Work with the Education Department to develop new creative learning prompts and projects for the sixth floor Studio and Zero Waste Art Lab.
- Aid in the maintenance and upkeep of the sixth floor Creativity Center. This includes the restocking and ordering of materials.
- Some data entry, evaluations, and record keeping for the programming for which position assists.

- Perform other duties as assigned.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONSCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS AND CAC POLICY AND PROCEDURES.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree with a focus in education, fine arts, community engagement or art history recommended but not required. The ideal candidate will have at least 1-2 years' experience working as an education assistant or educator.
- Art making background or experiences in the art education field a plus.
- Solid computer skills; Knowledge of MS Office (Word, Powerpoint, Access and Excel)
- Interest in contemporary art.
- Excellent customer service and time management skills.
- Work schedule include required weekend hours Saturdays and/or Sundays (9:30am-4pm). As well as some weekday hours (Thursday 2-7pm and/or Fridays (9:30am-2pm).
- Additional hours are available as needed to accommodate programming needs. There are up to two positions available for this role, ranging from 10-23 hours a week.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- The person in this position needs to move about the space to access pertinent materials and facilitate programs.
- Must be able to remain in a stationary position 50% of the time.
- Operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Able to move objects of up to 25 lbs.
- Able to observe details at close range (within a few feet of the observer).

PAY, BENEFITS, LONG-TERM GROWTH OPPORTUNITIES: This part-time position takes place on-site at the CAC, working a variable schedule of 10 to 23 hours per week. The hourly pay rate starts at \$13 per hour. Benefits for part-time employees include paid sick and personal days, holiday pay, access to professional development opportunities, employee assistance program, CAC membership, and CAC Museum Shop and Café employee discount.

TO APPLY: Applications, a resume & cover letter in PDF format, should be sent to hiring manager Aly Laughlin, Human Resources Director, via email at alaughlin@cincycac.org by July 12, 2024.

After applications are reviewed, selected applicants will be contacted for interviews. References may be requested and contacted only during the final interview stage and the identities of applicants will be held in the strictest of confidence.

RECRUITMENT & HIRING:

The CAC is an Equal Opportunity Employer (EOE) where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, Veteran, or disability status.