

**Job Title:** Education Assistant, Contemporary Arts Center

**Reports To:** Director of Education

**Position Status:** Part-Time, 24 hours a week

**Compensation:** \$14 an hour

## **ABOUT THE CONTEMPORARY ARTS CENTER:**

**MISSION STATEMENT:** Contemporary Arts Center (CAC) is a lab for understanding ourselves, others, and the world around us through the experience and creation of all contemporary art forms.

**CAC BACKGROUND:** CAC was founded in 1939 by three women with their eyes on the future. Today, our purpose is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity. CAC now operates on a ~\$4M annual operating budget and offers 4 - 5 significant exhibitions per year, including group and solo exhibitions originated by CAC curator(s), guest curators, and touring exhibition partners. It is the oldest non-collecting contemporary art center in the country and one of the largest, occupying an 80,000 sq. ft. building, with approximately 22,000 sq. ft. devoted to exhibition and performance space. CAC is poised to continue its 86-year legacy of being the premier venue for contemporary art in the Greater Cincinnati region with a recently completed strategic plan that will serve as its programmatic and operational blueprints for the next 5 years.

**LOCATION:** CAC is located in an architectural gem in the heart of downtown Cincinnati, designed by Iraqi-British architect Zaha Hadid. The Lois and Richard Rosenthal Center for Contemporary Art was heralded by The New York Times as “the most important American building to be completed since the end of the cold war” and was lauded for its community-centric approach to the design process.

**POSITION DESCRIPTION:** Please see pages 2-4 for the full job description.

**SALARY, BENEFITS, AND PROFESSIONAL DEVELOPMENT:** This PT position works 24 hours a week, Wednesdays (9:30-5pm), Thursdays (2-7pm), Fridays (9:30-2pm), and Sundays (9:30-4pm). The Education Assistant compensation is \$14 an hour and benefits include sick/personal days; and access to professional development opportunities, employee assistance program, CAC membership, and CAC Museum Shop and Cafe employee discounts.

**TO APPLY:** Interested candidates are asked to provide a single .pdf file including a cover letter and resume to Sara Hutslar, Director of Administration and Operations at [shutslar@cincycac.org](mailto:shutslar@cincycac.org) by Monday, May 18, 2026. Include “Application: Education Assistant” in the subject line.

**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.

**COMMITMENT TO INCLUSION:** The Contemporary Arts Center believes that contemporary art thrives through a diversity of perspectives, experiences, and voices. We are committed to building a team that reflects the communities we serve and to fostering a workplace where all staff feel valued, supported, and able to contribute meaningfully to our mission.

We welcome applicants from a wide range of backgrounds and encourage individuals from communities historically underrepresented in the arts and nonprofit sectors to apply. We recognize that candidates bring varied experiences and paths to their work, and we encourage you to apply even if your experience does not align perfectly with every qualification listed.

The Contemporary Arts Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by law.

## **CONTEMPORARY ARTS CENTER, CINCINNATI**

### **EDUCATION ASSISTANT POSITION DESCRIPTION:**

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 6<sup>th</sup> 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 6<sup>th</sup> 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.

This part-time position would work 24 hours a week primarily Wednesdays from 9:30am-5pm, Thursdays, 2-7pm, Fridays from 9:30am-2pm, and Sundays from 9:30am-4pm. Some flexibility is available for the weekday hours.

The position is part of the of the Education team, working alongside the Teen Programs Manager, Assistant Director of Gallery Education, Community and Adult Programs Manager, and reporting directly to the Director of Education.

## **DUTIES & 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 and closets. This includes the restocking and ordering of materials.
- Assist the Education Department with data entry, evaluations, and record keeping for the programming for which position assists. Keep track of monthly programming informatics details for the Education Department.
- 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 CONCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS AND CAC POLICY AND PROCEDURES.

## **COMPETENCIES:**

- Oral & Written Communication—Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates presentation skills; participates in meetings; able to read and interpret written information.
- Diversity—Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.
- Organizational Support—Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.
- Innovation—Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas. Knowledge and experience in education, a far-reaching curiosity about contemporary art and its role in culture today, and a desire to inspire life-long appreciation for the arts in a broad and inclusive audience.

## **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 year 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.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- The person in this position needs to occasionally move about outside and inside the office and studio space to lead programs with others, access art supplies, office machinery, etc.
- 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.
- Occasionally exposed to outside weather conditions.
- Work schedule includes required weekend hours: Sundays (9:30am-4pm). As well as weekday hours: Wednesdays (9:30-5pm), Thursdays (2-7pm) and Fridays (9:30am-2pm).
- Additional hours are available to accommodate programming needs.
- Perform other duties as assigned.