
EDUCATION ASSISTANT DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Education Assistant

Supervisor: Education Manager

Schedule: Part-time (24 hours); flexible availability preferred, including some weekends and evenings

Pay range: \$11–12/ hour

Position Summary:

- The Education Assistant will assist the Education Manager with the maintenance, presentation and evaluation of educational and family/ community programming in formal and informal education settings for a variety of audiences.

Duties:

- Work under the supervision of the Education Manager to:
- Assist with the implementation, presentation, and supervision of programs in schools and at the A&H's museums & facilities.
- Maintain high customer services standards with all partner organizations, teachers and students, as well as within the A&H's community of art school faculty and students.
- Assist with the development of program curriculum, lesson plans, and program materials to formal and informal education standards for audiences of varied ages and grades.
- Complete other tasks as skill sets permit and as agreed upon with the Education Manager or the Director of Experiences.

Qualifications:

- Bachelor's degree in related education field
- Formal teaching experience in a public or private school (elementary or secondary) desired.
- Excellent written, verbal and interpersonal communication skills
- High computer literacy- including Microsoft Office and more; Patron Manager/Salesforce experience preferred.
- Must love working with children AND adults and be able to build and maintain audience of both.
- Experience working as a volunteer in cultural institutions, working with and supervising volunteers
- Firsthand fine art studio experience and history museum experience
- Must be able to pass multiple background and security checks necessary for work in public schools and with children and elders.

Preferred characteristics:

- Deep appreciation for museums and cultural agencies- including arts, history, and more.

- Passion for interdisciplinary, engaging education that addresses multiple learning styles
- Investment for supporting learners in reaching varied goals in similar learning environment.
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility, high customer service, and a sense of humor.
- Ability to adapt, prioritize, and multi-task efficiently to meet deadlines and goals
- Keen understanding of fine arts and studio arts practices, and the needs of instructors and students in these learning environments.
- Value for diverse audiences and ability to interact well with people of all backgrounds.
- Willingness to learn, acquire new skills, and complete other tasks as required.
- Physical ability to lift objects weighing up to fifty pounds (50 lbs.), climb stairs and ladders, stoop, bend, push, pull and perform other physical duties.

Additional Comments:

- Further responsibilities may be assigned based on the Education Assistant's interests, knowledge, and skill sets.
- Willingness to complete other tasks as required is integral to this dynamic work environment.
- Must pass all background/ security/ drug testing at any time in order to maintain position.

To apply:

- Email cover letter detailing interest and qualifications and resume to Education@artandhistory.org
- References and portfolios may be offered, but are only accepted upon request.
- Position open until filled; anticipated start date is beginning of February 2018
- No phone calls and no in-person meeting requests

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