

Job Title: Education Intern
Location: Stark Museum of Art
Reports to: Curator of Education
Supervises: 0 Direct and 0 Indirect
Classification: Non-Exempt, Hourly, Part-Time, Temporary
Effective Date: May 2019
Approved By: Director, Stark Art and History Venues

Job Summary: Assist with studio art programs and educational events at the Stark Museum of Art, under the supervision of the Curator of Education.

Schedule: The employee usually works 10-15hours/week, Tuesday- Friday; approximately 150 hours May - July.

Essential Duties and Responsibilities:

- Teach studio art to children grades K-8 during summer programming for Boys & Girls Club of Orange, Camp Fire of Orange, and Boys & Girls Club of Port Arthur
- Develop eight one-hour, individual studio art lessons that connect to the Stark Museum of Art collection
- Manages art supplies and maintains classroom spaces
- Assists Education Department in other programming duties as assigned, including public programming and visitor research.

Supervisory Responsibilities: None

Expectations:

1. Facilitate positive learning experiences for all visitors in the Museum.
2. Work functions are performed to create the high quality museum and art education programs.
3. Supports Foundation's goals and values; display passion and optimism; mobilize others to fulfill the vision and inspiration to others; further the Museum's mission.
4. Provide courteous, professional, timely and accurate service and support to all visitors, vendors, volunteers and co-workers.
5. Give and welcome feedback; contribute to building a positive team spirit, able to build morale and group commitments to goals and objectives.
6. Work within approved budget.
7. Follow policies and procedures; maintain appropriate records, complete administrative tasks correctly and on time.
8. Maintain proficiency in all computer related programs to perform job duties.
9. Follow safe work procedures; ensure all employees follow safe work procedures; report potentially unsafe conditions; see that all equipment is maintained and functioning properly.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- High school diploma required
- College studio art coursework preferred

Experience:

- Teaching experience or experience working with children such as camp counseling or afterschool care
- Studio art experience
- Museum experience desired (volunteer or internship experience acceptable)

Interpersonal Requirements:

Must be able to interact professionally with diverse groups of individuals, from pre-school children to senior citizens. Must be a team player able to work comfortably and effectively in cross-functional teams. Requires the ability to manage groups of children and/or adults. Requires ability to display tact and discretion, consistent demonstration of good judgment, and an ability to listen and learn. Requires ability to interact professionally and appropriately with visitors and co-workers. Must be a team player able to work comfortably and effectively in cross-functional teams.

This position requires initiative, strong attention to detail, organizational skills, and a positive attitude, and a sense of humor.

Communication Skills:

Requires strong public speaking skills, ability to communicate well with students of varied ages, and confidence in presenting to groups.

Physical**Requirements:**

While performing the duties of this job, the employee:

- Frequently communicates with visitors about works of art in the collection and instructs in personal studio art techniques.
- Frequently positions his/herself to a child's level
- Regularly moves between galleries and to the Education Building (requiring outdoor travel across a city street and between two city blocks)
- Regularly moves supplies weighing up to 10 pounds, occasionally moves supplies up to 25 pounds, and infrequently assists moving 50 pounds.
- Normally works in a climate controlled environment
- Regularly works in an active learning environment with many children and their noises.

Interested candidates please submit resume, cover letter along with three references to swester@starkfoundation.org