The Aldrich Contemporary Art Museum

TITLE: **Education & Studio Associate**
STATUS: **Part-Time; 15 hours per week; nights and weekends as needed**
REPORTS TO: **Education and Access Manager**
SALARY: **$22/hr**

About the Museum

The Aldrich Contemporary Art Museum, located in Ridgefield, CT, is seeking a Part-Time Education & Studio Associate ("Associate"). Founded by collector Larry Aldrich in 1964, today the Museum is an innovative platform for artists at pivotal moments in their careers and a dynamic center for learning, creativity, and community connection.

The Associate will provide essential administrative, logistical, and studio support to the Education Department. This role is ideal for a highly organized, proactive, and collaborative individual who enjoys working across programs that serve students, families, educators, and adult audiences. The Associate will support school and group tours, public programs, outreach, and the daily functioning of The Studio, the Museum's hands-on art-making space.

Responsibilities include, but are not limited to:

- Perform administrative tasks for school and group tours, including invoicing and scheduling for Title 1 schools, academic groups, Art Onsite partners, and related communications with teachers and administrators.
- Perform administrative tasks for access programs, including invoicing for partner organizations and outreach development for programs.
- Perform administrative tasks for public programs, including invoicing, check requests, outreach, and other preparatory support as needed.
- Maintain The Studio, the Museum's multi-purpose program and art-making space, including:
    - Overseeing materials inventory
    - Organizing and maintaining the Studio for daily use
    - Coordinating the use of The Studio with colleagues.
- Ordering materials and organizing supplies for programs, including but not limited to Art Onsite, Common Ground, Camp Aldrich, and other public and learning programs.
- Ensure that all Studio technology and equipment are working, maintained, and updated; liaise with the Facilities Department as needed.
- Support program outreach through local flyer distribution and community promotion.
- Supporting education and access programs as needed, including leading tours for all ages.
- Additional tasks as assigned in support of Education and Access initiatives.

The successful applicant:

- Has a positive attitude, collaborative spirit, and strong work ethic.
- Demonstrates exemplary administrative and organizational skills
- Is poised, confident, personable, and professional; able to represent the Museum's mission with excellent written and verbal communication skills.
- Adapts quickly and engages comfortably with diverse audiences of all ages, needs, backgrounds, and abilities.
- Is proactive, solution-oriented, and demonstrates strong problem-solving skills.
- Works efficiently with keen attention to detail.
- Has experience using Zoom and managing virtual meetings and webinars.
- Demonstrates a commitment to Diversity, Equity, Accessibility, and Inclusion in all aspects of educational programming and audience engagement.
- Is curious and enjoys creative, collaborative work.

Requirements and qualifications:

- 2 years of related administrative experience; experience in non-profit, museum, or arts administration preferred
- Exceptional organizational and time-management skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills, including comfort with public speaking.
- Proven ability to work collaboratively across departments and with external partners.
- Flexibility to work additional hours, including weekends and evenings as needed.

Application Instructions

Please send a resume and a brief cover letter to:
hlapine@thealdrich.org with the subject line: "Part-Time Education & Studio Assistant." Qualified candidates will be contacted.

The Aldrich Contemporary Art Museum
Non-Discrimination Policy

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees feel valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status. The Aldrich Contemporary Art Museum is an Affirmative Action/Equal Opportunity Employer or AA/EOE.