



## **Education Assistant**

Supervisors: Director of Education

Status: Full-time (Monday through Friday); nights and weekends as needed

Salary Range: \$36,000 - \$38,000

The Education Assistant (Assistant) will support the Education Department in developing and delivering innovative, enriching, and creative strategies for engagement with Pre-K through 12 students and educators; colleges and universities; families, teens, and adults. The Assistant will cultivate audience outreach and be responsible for the administrative tasks and technology requirements of the department.

The Assistant will lead gallery tours and support a wide range of museum programs, from developing exhibition-based resources for teacher, student, and family learning, to coordinating program registrations, maintaining The Studio, and supporting the Teen programs facilitator with administrative tasks.

For public programs, the Assistant will facilitate the administrative, logistic, and technological needs to make the experience run smoothly for families and adults. In doing so, the Assistant will collaborate with program staff, Museum guides, per diem educators, teaching artists, and guest participants, and when necessary, become the departmental point-person on site.

### **Responsibilities include, but are not limited to:**

- Lead gallery tours and programs for students, families, and teachers.
- Streamline the Education Department's use of technology by leading staff trainings, assisting with technology-related questions, and advising and supporting related projects, including livestreaming for virtual programs.
- Coordinate administrative tasks for school groups, including relationship building, scheduling of Aldrich Museum educators, and communication with teachers and administrators.
- Assist in generating and actively maintaining inquiry-based, exhibition-specific curriculum for tours and workshops; support in the research and development of innovative educational resources that enhance the experience of students, teachers, and general visitors alike.
- Support in the creation and distribution of content manuals, training guides, program assessment and evaluation, and operational work processes that ensure a smooth delivery of learning and family programs.

# The Aldrich Contemporary Art Museum



- Cultivate program outreach to K-12 teachers, higher education faculty, teens, seniors, and individuals with special needs.
- Provide administrative support for the Teen programs facilitator.
- Maintain The Studio, the Museum's multi-purpose program and art-making space, including but not limited to developing innovative hands-on projects for visitors of all ages, overseeing materials inventory, and coordinating use of The Studio with colleagues.
- Ensure that all Studio technology equipment is working, maintained, and updated; liaise with the Communications department as needed.
- Communicate with the Visitor Experience team for all education programs.
- Additional tasks as assigned, including programmatic and administrative support for public programs and departmental initiatives.

## The successful applicant:

- Has a positive attitude, collaborative spirit, and strong work ethic.
- Is poised, confident, personable, and professional; able to clearly articulate and represent the Museum's mission with excellent oral and written communication skills.
- Can adapt quickly and engage comfortably with diverse audiences of all ages, needs, backgrounds, and abilities.
- Is proactive, solution-oriented, and demonstrates exemplary problem-solving skills.
- Is organized, efficient, and diligent.
- Can multi-task the administrative needs of the department, including the preparation, breakdown, and follow-up for programs.
- Has experience using Zoom and managing the multiple functions of virtual meetings and webinars.
- Commits to Diversity, Equity, Accessibility and Inclusion in all aspects of audience engagement, curriculum development, and program support.
- Is able to introduce and implement educational methods, tools, and trends in the field.
- Possesses a vested interest in arts education, with inherent curiosity and the ability to think creatively.

## Requirements:

- Bachelor's degree, or equivalent combination of experience and education in a relevant field, with a strong interest in arts programming.
- 2 years work-related experience (preferably in arts programming and administration).
- Experience and facility with media production software and hardware, as well as the ability to troubleshoot issues stemming from this technology.
- Flexibility to work weekends and evenings as needed.

Please send a cover letter and resume to: [aldrichedu@thealdrich.org](mailto:aldrichedu@thealdrich.org), with the subject line "Education Manager." Qualified candidates will be contacted. No phone calls, please.



**Application Process:**

To apply, please send a cover letter and resume in a single PDF to: [aldrichedu@thealdrich.org](mailto:aldrichedu@thealdrich.org), with the subject line “Education Assistant Application.”

Qualified candidates will be contacted. No phone calls, please.

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 are 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.