Gallery North Job Description

Education Assistant

Generally:

Reporting directly to the Director of Education, the Education Assistant is responsible for providing administrative support and for the planning and implementation of Gallery North’s educational programming in the Studio at Gallery North. The Education Assistant serves as an educator, but also works closely with the Director of Education, teachers, and staff to coordinate workshops and programs for children and adults. Other duties include communicating with students, outside educators, and staff, creating and updating program schedules and assisting in the planning of Studio events. The candidate must have a deep knowledge of art education, classroom management, and strong communication skills. The Education Assistant is a full-time position.

Description of Responsibilities/Essential Functions:
The following list is illustrative and is not intended to describe every function that may be performed in this position.

1. Educational Coordination (60%)
   - Working with Director of Education to create lesson plans for both children and adults.
   - Assisting with lessons and providing developmentally appropriate instruction on art techniques to children and adults.
   - Leading projects for children that incorporate the technical and conceptual development of art throughout history.
   - Teaching workshops and running/assisting with programs.
   - Facilitating the implementation and completion of student ideas.

2. Operational Coordination (40%)
   - Meeting on a regular basis with the Director of Education to coordinate programming plans.
   - With Director of Education, evaluating success of educational classes and programs, ensuring that Studio operations and efforts are aligned with Studio’s goals/objectives.
   - Facilitating administrative tasks, including responding to workshop/program inquiries; contacting students to remind them of upcoming workshops and materials needed; acting as a contact for independent studies and coordinate the independent study schedule; following up on inquiries regarding Studio matters; and collecting/organizing registration information.
   - Assisting with the set up/clean-up of various workshops and programs.
   - Assisting with the exhibition of art displays within the Studio.
   - Organize and sourcing art supplies from local and online vendors.
   - Assisting with coordination and implementation of community programs and events in the Studio.
   - Serve as a representative of the Studio at Gallery North onsite and occasionally in community.
   - Ensure that the Studio is opened and closed safely and that the Studio is open and operational for some late night and weekend programs.
Qualifications:

- BFA or BS in Arts Education
- Two or more years of teaching experience
- Ability to work weekend and evening hours
- Classroom management experience for both children and adults
- Extensive knowledge and interest in various art forms and the history of their development
- Experience writing and implementing curriculum is required
- Some experience with STEAM or STEM education
- Excellent verbal and written communication skills
- Experience working with a POS system, such as Shopify or Squarespace.
- Basic proficiency with Google Suite required
- Experience in multi-media content production for social media is a plus
- Ability to think creatively, innovatively, and analytically

To Apply:

Interested candidates should submit a cover letter and updated resumé to education@gallernorth.org. No calls please.

Qualified applicants will be chosen for an interview, and before an offer is made, will be required to provide references. Salary is commensurate with experience.

Applications will be accepted until the position is filled.

Gallery North is committed to creating a diverse, inclusive, and empowering workplace. We believe that having staff, interns, and volunteers with diverse backgrounds enables Gallery North to better meet our mission and serve our creative community and the public. We recognize that opportunities in the arts and other creative industries have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQIA+ people. We welcome individuals with these identities to apply.