

ArtPrize Job Description

Position Title: Learning & Engagement Assistant

Department: Learning & Engagement

Reports To: Director of Learning & Engagement

Position: Seasonal Part-Time

Schedule: July – October 31 20-30 hours /week

Rate: \$12 - \$14

The ArtPrize organization is looking for a creative and outgoing individual who is passionate about community and arts education to join our seasonal staff for Project 1. This person will work to support the efforts of our Learning & Engagement Department. Duties include assisting with guided school tours, education events, organizing materials, as well as helping with volunteer recruitment and training. The ArtPrize organization is a fast-paced creative organization, we are looking for someone that takes initiative, demonstrates a passion for the arts, community and education.

The Department of Learning & Engagement helps to develop programs, partnerships, tools and services that provide experiences and opportunities for people of all ages and backgrounds to connect and engage with events produced by ArtPrize in a meaningful way. We work on initiatives designed for schools, families, volunteers as well as current and potential visitors. Ultimately the function of the department helps to cultivate a sustainable event by creating deeper connections to the arts and the Grand Rapids community; inspiring generations of art-lovers, artists and event goers.

DELIVERABLES

- Assist with art making activities and school tours
- Assist with material prep
- Assist with volunteer recruitment events
- Assist with volunteer training events
- Assist in with educational-based events and activations
- Duties as assigned

ACCOUNTABILITIES

- Clear and efficient internal communications
- Friendly, helpful and efficient external communications
- Provide fun, safe and engaging educational art experiences
- Provide support to volunteers and interns
- Align to the goals and vision of the department

EDUCATION / EXPERIENCE:

- Teaching experience - preferably in visual arts
- Experience working with nonprofits, large events or community programs
- Bilingual is a plus

ArtPrize Job Description continued

REQUIRED SKILLS:

- Organized and self-motivated
- Creative problem solver
- Demonstrates passion for arts education and community
- Excellent written and verbal communication
- Must be able to adapt in a fast-paced environment
- Ability to be flexible, multi-task and work collaboratively

Limitations and Disclaimer

ArtPrize is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.