



## EDUCATION POSITION DESCRIPTIONS

Below is a list of part-time, seasonal and on-call positions available within Laumeier's Education Department through August 2017. Applications for part-time Art Studio Instructors are accepted on an ongoing basis; applications for all other positions will be accepted through January 20, 2017, or until positions are filled.

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### **Education Office Assistant / Part-Time**

The Education Office Assistant assists with the daily operations of Laumeier's Education Department and provides excellent customer service to visitors. The Education Office Assistant works with Education Department staff and provides administrative, visitor services and program coordination support. Part-time, March–August, 20–30 hours per week.

A bachelor's degree is preferred. Previous customer service, public assistance and/or art education experience is required. Must learn quickly, retain information well and have a positive attitude. PC, Microsoft Word and Excel required; Access experience preferred.

### **Art Studio Instructors / Part-Time**

Part-time Art Studio Instructors are needed for classes in drawing, painting, printmaking, clay, textiles and sculpture. Applications for Art Studio Instructors are accepted on an ongoing basis. The deadline for class proposals for spring and summer programs (March–August) is October 1. The deadline for fall and winter programs (September–February) is April 1.

A bachelor's degree in art education, studio art, design, architecture or a related field and teaching experience is required.

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### **Art Camp Counselors / Seasonal**

Art Camp Counselors plan, organize, conduct and supervise Art Camp activities for children ages 4 to 15. Counselors create age-appropriate lesson plans and attend two pre-season meetings and a one-week orientation. Meetings are held during the months of February–April; orientation is held May 30–June 2; Art Camp sessions run June 5–July 28.

Art education K-12 preferred. Previous curriculum development, studio art experience in a variety of media and/or teaching experience is required.

### **Assistant Counselors / Seasonal**

Assistant Counselors assist with Art Camp activities for children ages 4 to 15. Assistants attend two pre-season meetings and a one-week orientation. Meetings are held during the months of February–April; orientation is held May 30–June 2; Art Camp sessions run June 5–July 28.

Previous experience working with children and some knowledge of art materials is required. Ages 16 and up only.



### **Museum Educator / On-Call**

The Museum Educator position requires an innovative teacher, well versed in modern and contemporary art, art studio materials and processes. Teaching opportunities include but are not limited to special events, drop-in programs (including Free Family Days) and programs requiring registration, including Art + Nature programs and Art Classes and Workshops.

A bachelor's degree in art education, studio art, design, architecture or a related field is required; some knowledge of environmental education preferred. Previous curriculum development or studio art experience in a variety of media and management/supervisory experience required. Experience in customer service and working with families or youth is required.

Interested candidates should submit a cover letter indicating their position(s) of interest, resume and three references to Karen Mullen, Curator of Education, at [kmullen@laumeier.org](mailto:kmullen@laumeier.org).