



ART CAMP ASSISTANT COORDINATOR POSITION DESCRIPTION

Organization Mission

Engaging the community through art and nature.

Organization Overview

Laumeier Sculpture Park, one of the first and largest sculpture parks in the country, is an internationally recognized, nonprofit arts organization that is accredited by the American Alliance of Museums and operates in partnership with St. Louis County Parks. Laumeier presents more than 70 works of large-scale outdoor sculpture in a 105-acre park that is free and open daily. Laumeier serves approximately 360,000 visitors of all ages each year with presentations of art through a sculpture collection, temporary exhibitions, education programs, public events, and more. The park is located in Sunset Hills, Missouri in St. Louis County.

Position Overview

Summer Art Camp is a signature Laumeier program that has been running continuously for 35 years. It is beloved and highly respected in the community and maintains high standards of excellence. It is an outdoor camp, held on Laumeier's grounds. It runs for 8 weeks, from mid-June to early August.

The Assistant Coordinator is a seasonal, hourly, non-exempt position, reporting to the Learning & Engagement Specialist and working closely with the Education Coordinator and other summer staff members. The Assistant Coordinator provides vital support for all aspects of Art Camps and Teen Art Program operations, helping to deliver positive and memorable experiences for students, caregivers and colleagues. The Assistant Coordinator works with the following programs: Little Buds: Ages 3.5-6; Art Adventurers: Ages 5-10; Art Squad: Ages 10-15; and Teen Art Programs: Ages 13-18. There are also ample opportunities to participate in paid and volunteer professional development.

The schedule is as follows:

April 7 – May 19: Approximately 20 hours of paid training and professional development (PD) conducted in-person at Laumeier and at select locations around the St. Louis region. Some trainings may also be available via Zoom. Trainings and PD occur on Sundays.

June 3 – 6: Camp setup + special trainings, approximately 6 hours/day
June 7: Camp setup + Family Open House event, approximately 8 hours
June 10 – August 2*: Camp sessions, M-F, approximately 7:45am – 3:45pm
No programming on July 4 and July 5.

August 5: Cleanup day, approximately 8 hours

Duties + Responsibilities

- Serve as a support to the Learning & Engagement Specialist, Education Coordinator, Instructors, Teaching Assistants, and students
- Create an atmosphere that is fun, safe and promotes creative thinking
- Assist with daily setup and cleanup
- Assist with students' daily check-in and check-out procedures
- Communicate with caregivers as needed in a patient and respectful manner
- Help manage waiting lists, scholarships, registrations and cancellations
- Produce weekly camp newsletter for caregivers
- Serve as a substitute instructor if needed
- Help create supply lists
- Maintain proper inventory and storage of supplies
- Report all missing or damaged equipment to supervisor
- Attend all trainings and staff meetings
- Serve as an ambassador of Laumeier Sculpture Park
- Keep supervisor informed of all positive and negative feedback
- Participate in reports (attendance, accident, evaluation)
- Perform additional duties as assigned by Learning & Engagement Specialist and Education Coordinator

Qualifications + Skills

The ideal candidate is someone passionate about art, education, and the desire to inspire kids; interested in gaining arts administration experience; possesses a calm, patient demeanor; enjoys being outdoors and has the ability to work in a summer camp setting with a lot happening simultaneously.

- Passion for art education and working with young people
- Knowledge of contemporary and historical art and art processes
- Growth mindset and self-reflection
- Strong interpersonal communication skills
- Flexibility and adaptability in a fast-paced work environment
- Dependable, organized, and detail-oriented
- Able to work in an independent and self-motivated manner, as well as part of a team
- Proficiency at Microsoft Office Suite required. Experience with basic graphic design and database management a plus.

Education + Experience

Previous experience working with children and/or teens required. Higher education relating to Education, Art Therapy, or Studio Art is a bonus. Arts administration experience a plus.

Additional Requirements

- Ability to pass a background check, including a check for criminal records
- Ability to work outdoors in varying temperatures and weather conditions
- Ability to walk distances and lift and move program materials

Compensation

\$16-\$18/hr

Office Culture

Laumeier is a small organization, with modestly sized departments and team members all work closely together. Laumeier offers flexibility for hybrid models of remote and in-person work as well as flexible scheduling.

Staff Core Values: We believe in the importance and impact of art and nature. We cultivate a welcoming, inclusive, and positive environment for staff, board, artists, students, and visitors. We encourage creativity and innovation. We value collaboration and teamwork. We rely on competency leading to quality and excellence. We respect our colleagues and maintain personal and group accountability.

DEAI Statement: Laumeier Sculpture Park strives to serve as a welcoming place for diverse social engagement, free from discrimination and prejudice. Our commitment to diversity includes the active embrace of the broadest possible representation of our community, regardless of race, ethnicity, cultural experiences, gender identity and expression, sexual orientation, age, socio-economic status, physical and mental ability, education, and religion.

Application Instructions

Interested candidates should email a cover letter and resume to HR@laumeier.org with the subject line **Assistant Art Camp Coordinator**. Please do not send additional supporting materials until they are requested. You will receive an acknowledgement of the receipt of your application.

Only applicants who move forward in the process will be contacted. We ask for understanding and patience. Please do not contact any staff members to check on the status of your application, and absolutely no phone calls.

Search + Timing

The first round of interviews will be held on Zoom. Additional interviews may be held in person.

Position open until filled. Anticipated start date: March 17, with flexibility to accommodate the hire's availability.

Laumeier is an equal opportunity employer, committed to diversity, equity, inclusion, and anti-racism. Candidates of diverse backgrounds are strongly encouraged to apply.

Posted 2/15/24