

Job Description: Arts Associate – Education
Muckenthaler Cultural Center



WORK SCHEDULE- You are an at-will employee. Your schedule will be determined by your supervisor and can be changed at-will.

JOB SUMMARY

Are you thinking of a career in Arts Education Management or Administration? This is an opening for a driven individual who wishes to make a difference in North Orange County arts and culture. Candidate's primary responsibility would be in assisting our Chief Education Officer with our rapidly expanding arts education outreach programs in the beautiful working environment of the Muckenthaler Cultural Center. The Muckenthaler is located on 8.5 acres of perfectly landscaped parklands on a hill overlooking Fullerton. Our Arts Education Outreach program has expanded from serving 1,000 students in 2009 at one site to over 14,000 students at 45 sites in 11 cities currently. Starting as an after school program, it has become multi-faceted reaching the underserved/at-risk children of our region. Our programs include scholarships for afterschool classes/camps; art classes for Crittenton foster care, schools, community centers; free school tours; free senior arts classes; free festivals; and arts programs for community nonprofits. We developed the first STEAM (Science, Technology, Engineering, Arts, Math) programs in Orange County. We have opened our first satellite Teen Arts Center in Placentia where we provide after school arts programs (music recording, dance, visual arts, ceramics, etc.) We will be assisting the MUZEO in the creation of an arts education program there. We provide arts classes in correctional facilities, schools and shelters.

DUTIES AND RESPONSIBILITIES

Your specific duties will be determined based on your skills and abilities in either administration, events, education, heritage, visual arts or other areas.

- Assist as directed by your supervisor and other staff, including Lead Artists, including acting as a substitute teacher as necessary
- Assist artists in best practices
- Evaluation of programs
- Administrative duties as needed in assisting other staff
- Participate in meetings, reviews, and planning as part of effective communication with the team.
- Facilitate art instructor communication both internal and external
- Other duties as required.

QUALIFICATIONS

- Two years experience in a cultural arts center setting
- Positive attitude, flexibility and problem solving mentality.
- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.
- Be able to work a flexible schedule including evenings and weekends
- Have a current California Drivers license, valid auto insurance
- Be able to effectively manage multiple complex functions and achieve goals and objectives
- Be able to work independently, under pressure and handle multiple projects simultaneously
- Have excellent verbal and written communication skills in English; have a pleasant phone voice.
- Proficient computer skills in Microsoft Office, Google Docs & Calendars, Internet, & Email
- IT knowledge and experience helpful, but not required
- Bilingual Korean or Spanish a plus
- Specific skills may be required for specific areas – see attached if applicable.

STIPEND

Arts Associate I: \$11/hr

TO APPLY:

Please email your resume and cover letter to:

janette@themuck.org

Janette Pyun, Chief Administrative Officer

DISCLAIMER This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).