

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: EDUCATION ASSISTANT - APPLETON MUSEUM OF ART
(PART-TIME, NOT TO EXCEED 25 HOURS PER WEEK)

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

The ARTSpace is a facility at the Appleton Museum of Art which is a part of the museum's Education Department. The incumbent will interact with scheduled groups and individuals from the general public who visit the facility on a scheduled and walk-in basis. The incumbent will represent and is the public face of the ARTSpace and the museum's education programs and will provide quality educational experiences for each guest. Although the incumbent will work with patrons of all ages, most groups are comprised of pre-school and elementary school ages.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Bachelor's degree and experience in art instruction or related field required, or four or more years' job-related experience in the field in lieu of the degree requirement.
2. Years of experience in the field: Minimum of one year of experience in museum education or teaching required. Experience working with groups of children.
3. Special skills or abilities related to the position: Demonstrated excellence in organization, writing, public speaking, and verbal communication skills. Demonstrated knowledge and understanding of art criticism, aesthetics, art history, design, studio arts, and current approaches to visual art education. Demonstrated understanding of the educational philosophies, models, frameworks, and methods that inform art museum education are used to promote critical and creative thinking and foster aesthetic development, visual literacy, tolerance, and respect. Ability to handle multiple activities and projects simultaneously, to stand and/or walk for long periods in various environmental conditions, and to work evenings and weekends.

ESSENTIAL JOB FUNCTIONS:

1. Collaborate with the museum's educator to plan, organize and lead ARTSpace activities and outreach programs for people of all ages to introduce them to art concepts and encourage their interest in creating and appreciating art.
2. Coordinate and schedule special events and group visits to the ARTSpace and the use of the Bus Reimbursement Fund.
3. Determine needs, request or recommend purchases, and organize and monitor supplies and materials to ensure availability for use by ARTSpace visitors and museum education program participants.
4. Monitor the ARTSpace and museum classrooms to ensure safety and cleanliness procedures are followed and arrange specific equipment set-ups as required to provide quality experiences for all visitors and students.
5. Work with the museum educator to supervise and train student workers and volunteers who work in the ARTSpace. Serve as an instructor when needed.
6. Network with other museum staff to remain apprised of current issues and events that affect the ARTSpace and its programs.
7. Research and benchmark other museums' programs and recommend changes and modifications to ARTSpace stations and offerings to assist in program development and goal attainment at the museum.
8. Load and operate the kiln.
9. Perform other duties as assigned to help the museum meet its goals.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

ENVIRONMENTAL CONDITIONS (continued)

- Works in the telephone switch room.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: APPLETON MUSEUM OF ART

SUPERVISOR OF POSITION: MUSEUM EDUCATOR, AMA