

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-8

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The ARTSpace is a facility at 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 the first choice for quality higher education in our community." 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 of job related experience in the field in lieu of the degree requirement.
2. Years of experience in field: Minimum one year of experience in Museum Education or teaching required. Experience working with groups of children.
3. Special skills or abilities related to 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 & methods that inform art museum education and are used to promote critical and creative thinking and to 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 environment 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 ARTSpace and the use of the Bus Reimbursement Fund.
3. Determine needs, request or recommend purchases, 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 are available 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)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Light (up to 15 pounds) lifting
- Walking
- Standing
- Sifting

ENVIRONMENTAL CONDITIONS

- Works in an office environment
- Works in 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