



**Job Title:** Artist Assistant  
**Department:** Education  
**Reports To:** Director of Youth & Family Programs  
**FLSA Status:** Non-exempt  
**Date Created:** May 2, 2013  
**Date Revised:** N/A

### **JOB SUMMARY**

The Artist Assistant provides support to various Education department programs and assists Teaching Artists to provide interactive exhibition based workshops and classes to the public.

### **SCOPE**

Competent to work in the most basic functions of Education

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Sets up classroom/workshop space, materials and supplies for contract Teaching Artists
- Assists contract Teaching Artists with supervision of children during classes
- Cleans up classroom/workshop space at conclusion of class; washes paint brushes
- Promotes NexGen membership program to the public
- Registers new NexGen members and performs data entry
- Performs other duties or special projects as assigned
- Maintains regular & reliable attendance

### **QUALIFICATIONS**

- Completed coursework in child development, education, art history or related field
- At least 1 year of experience working in studio arts and museum education; experience working with children, families and visitors of all ages
- Ability to stand for 3-6 hours, lift up to 15 pounds and push a utility cart

### **ACCOUNTABILITY**

Makes decisions on routine issues

Work results may influence quality and/or workflow within the department

Work is supervised

### **COMMUNICATION / COLLABORATION**

Contacts are primarily within the Museum, may include visitors

Seeks way to share skills and knowledge with others

Provides constructive feedback to help others develop

Asses internal needs and may recommend options to meet those needs

### **PROBLEM SOLVING / INNOVATION**

Solves routine problems of limited scope and complexity