National Gallery of Art

Art Around the Corner and Multiple-Visit Outreach Programs

**Education Assistant Position**

Art Around the Corner and Multiple-Visit Outreach Programs at the National Gallery of Art is seeking a an Education Assistant. A position description and application instructions follow.

The Education Assistant assists with and supports the office and studio management of Multiple-Visit and Outreach Programs, which include Art Around the Corner, the Mini-Multiple-Visit program, and others to be determined. With guidance from the Senior Educator and Manager of Multiple-Visit and Outreach Programs, the Education Assistant assists with logistics and details of these programs in terms of locations, food service, materials, transportation, signage, travel, equipment, set-up, clean-up, and other needs. In addition, the Education Assistant assists with:

* contractual processes for classroom teachers, contract educators, caterers and bus companies.
* compiling and maintaining program records and filing, including attendance statistics, permission slips, student and teacher reflections, and program evaluations.
* the programs’ professional development workshops for gallery and classroom teachers, and with meetings with principals and classroom teachers at participating schools.
* layout and editing of program publications and mounting of student art exhibitions.

The Education Assistant takes primary responsibility over:

* organization of the artmaking studio, maintaining an inventory of supplies and resource materials, preparing supplies in advance of program dates, and setting up studio spaces for artmaking activities.
* maintaining program cameras and database of program photography of students, teachers and families.

The Education Assistant may be asked to support the programs by:

* assisting with research and writing of lesson plans and supporting information for curriculum.
* occasionally teaching in the galleries and studio, using effective, age-appropriate methodologies, managing group dynamics, and engaging students and families.

The Education Assistant assists with other departmental programs, as directed by supervisor.

The Education Assistant must be able to work a flexible schedule, as this position requires some weekend work to oversee the implementation of outreach programs for families.

REQUIRED BACKGROUND

* Undergraduate degree in art history, museum education, art education, museum studies or equivalent experience, graduate degree welcome. Knowledge of European and American art. Knowledge of and facility with art materials.
* One year of specialized experience in art museum or elementary education, including teaching.
* Experience managing administrative projects in an arts, education, and or/museum setting.
* Excellent organizational, verbal and written communication skills.
* Ability to organize and implement various projects simultaneously within established deadlines and to respond quickly, courteously and knowledgeably to requests for information and materials.
* Ability to follow through on details, not lose sight of goals, maintain priorities, and implement plans.
* A clear speaking voice, excellent human relation skills. Ability to deal courteously and in a responsible manner with a wide variety of people in writing, in person, and on the telephone.
* Experience in problem solving and troubleshooting.
* Proficiency in using computers and office equipment, including knowledge of PhotoShop, InDesign and Excel.
* Bilingual English/Spanish a plus.

To apply for the *Art Around the Corner* Education Assistant position, please email resume and cover letter by Friday, July 19, 2019, to:

Sara Mark Lesk at [s-lesk@nga.gov](mailto:s-lesk@nga.gov)

Senior Educator and Manager

*Art Around the Corner*

Division of Education

National Gallery of Art

Washington, DC

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For information on *Art Around the Corner*, please go to:

<https://www.nga.gov/education/teachers/art-around-the-corner.html>