

# EDUCATION ASSISTANT

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**DEPARTMENT:** Public Programs and Education

**SUPERVISOR:** Head of Education and Academic Initiatives

**STATUS:** Full-Time; nights and weekends as needed

Founded in 1964, The Aldrich is dedicated to fostering the work of pioneering artists whose ideas and interpretations of the world around us serve as a platform to encourage creative thinking. The only museum in Connecticut devoted to the art of our time and throughout its fifty-three year history, it has been a leader in shaping current cultural dialogue, presenting innovative exhibitions of contemporary art, engaging the community through thought-provoking interdisciplinary programs, and presenting groundbreaking education initiatives.

## **Position Overview:**

The Education Assistant will support the Programs and Education Department in developing and delivering innovative, enriching, and creative strategies for engagement with Pre-K through 12 students and educators; college and university students and educators; families, teens and adults. Supporting outreach to these audiences is a critical role for the Assistant. The Assistant



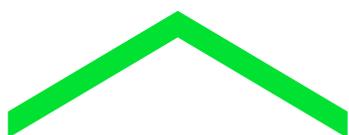
**will also have the opportunity to generate ideas and content in the programs listed below, as well as across the department.**

**The Assistant will lead gallery tours and programs for students and teachers; will support the efforts to develop exhibition-based tools and resources for teacher and student learning; identify and communicate with teen audiences; and research and support college and university relationships and partnerships.**

**The Assistant will support public programs for families and adults including but not limited to content generation and administration prior to, logistical tasks during, and assessment and evaluations after. The Assistant will collaborate with program staff, per diem educators, teaching artists, and guest speakers, aid in material preparation, and when necessary be the staff point-person on site.**

**Responsibilities will include, but are not limited to:**

- **Lead gallery tours and programs for students, families and teachers**
- **Work collaboratively with educators and education program staff to continuously update interpretive ideas and inquiry-based teaching strategies around the exhibitions; provide support in the development of new ideas and web-based resources that can be applied to expand the learning experience for students and teachers within the Museum context**
- **Coordinate administrative tasks for school groups, including relationship building and communication with teachers and administrators**
- **Research teacher guides and educational resources**
- **Support with audience development for and outreach to K-12 teachers, higher education faculty, teens, and special needs audiences**
- **Assist in generating resources that integrate visual thinking and learning and the Museum's current and upcoming exhibitions with Common Core State Standards and STEM in English Language Arts, Social Studies, and Science**



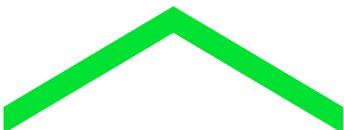
- **Support with assessment strategies for online curriculum-based resources**
- **Support the development of programming for teens and young artists**
- **Development of Studio prompts for visitor engagement, inspired by exhibitions, seasons, and current events**
- **Co-develop and maintain content manuals, training guides, and operational work processes that ensure a smooth delivery of education and family programs**
- **Additional tasks as assigned, including programmatic and administrative support for family and adult programming**

### **Successful applicants will:**

- **Be poised, confident and professional; able to clearly articulate and represent the Museum's mission**
- **Have excellent oral and written communication skills; the aptitude for the rapid assimilation of information; and be comfortable interacting with people of all ages, needs, and abilities in an engaging manner**
- **Be proactive and solution-oriented and demonstrate problem-solving skills**
- **Have the ability to multi-task and support administrative needs related to the prep and breakdown of each tour**
- **Be able to discuss and present exhibitions in an accurate way, presenting objective information rather than personal opinions**
- **Have a flexible approach; the ability to adapt quickly to diverse audiences**
- **Be able to accept, learn, and adapt to new approaches in educational teaching and learning strategies**
- **Possess a vested interest in the field, and look to pursue professional development opportunities to further knowledge of museum education**

### **Requirements:**

- **Bachelor's degree in a relevant field, preferably in museum studies, art education, art history, studio arts or similar**
- **2 years job-related experience (preferably museum teaching and administration experience).**



## **Application Instructions:**

**Please submit writing sample and 2 professional references with application.**

**Please send a cover letter and resume to: [jobs@aldrichart.org](mailto:jobs@aldrichart.org), with the subject line “Education Assistant.” Qualified candidates will be contacted. No phone calls, please.**

**Position available immediately.**

## **Non-Discrimination Policy**

**The Aldrich Contemporary Art Museum is committed to:**

- **The goal of achieving equal opportunity for all.**
- **Providing an inclusive and welcoming environment for all members of the community.**
- **Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.**
- **Providing a workplace free from harassment of all kinds.**
- **Compliance with all federal and state legislation and regulations regarding non-discrimination.**

**Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.**

