

The Sioux City Art Center is seeking a part-time (20-25 per week) Education Program Assistant to facilitate programming in the Gilchrist Learning Center. The Art Center provides a welcoming environment that encourages lifelong education and offers opportunities for making discoveries in art that are fun and fulfilling. The Gilchrist Learning Center offers a variety of programs such as classes, private lessons, workshops, summer camps, and facility rentals. The position will report directly to the Education Coordinator.

Position responsibilities include, but are not limited to:

- Welcoming guests to the Gilchrist Learning Center and providing customer service to address the needs of students, parents/caregivers, volunteers, agencies, and other entities.
- Supporting the education department with administrative duties such as answering phone and email inquiries, collecting data, maintaining databases, assisting with marketing, preparing schedules, managing registrations, and collecting payments.
- Assisting with the development and implementation of education programs.
- Facilitating communication and addressing needs of class and workshop instructors.
- Assisting with Art Center events from set-up to clean-up.
- Representing the Art Center and education department during events on and off site.
- Assisting with the management and care of supplies and studio space by ensuring materials, equipment, and facilities are properly maintained for various activities and events.

Required skills:

- Familiarity with office environment
- Proficiency in Microsoft Office Suite (specifically Outlook, Word, Excel)
- Experience with social media and online tools
- Strong organizational skills
- Excellent interpersonal skills
- Professional verbal and written communication skills

Desired abilities:

- Experience and passion for art, education, and creative learning
- General knowledge of materials used for artmaking
- Dependability, excellent judgment, and decision-making
- Comfortable working independently when required
- Team-centered attitude and willingness to learn
- May need to lift up to 50 lbs.

The Education Program Assistant is a contract position funded by the Art Center Association of Sioux City. This position will work variable hours. Most weeks will average 20-25 hours; additional hours available during the summer for Art Camp and ArtSplash. Hours will include some afternoons/evenings during the week and Saturdays during the day and will be determined by programming needs of the Art Center. Compensation is \$18/hour. Candidates with art education or teaching experience may also be considered for additional opportunities as an instructor.

To apply, submit a cover letter, resume, and three professional references to kalbracht@sioux-city.org with "Education Program Assistant" in the subject line.

The Sioux City Art Center and Art Center Association of Sioux City are Equal Opportunity Employers.