



13 N. Madison St.  
Quincy, FL 32351  
(850) 875-4866

[www.gadsdenarts.org](http://www.gadsdenarts.org)

### TO APPLY

Submit cover letter, sample artwork and art lessons, resume or CV, and contact information for two professional references to:

Grace Robinson  
Executive Director

[grace@gadsdenarts.org](mailto:grace@gadsdenarts.org)

Incomplete applications will not be considered.

### DEADLINE

Applications will be considered as they are received. Position open until filled.

## POSITION ANNOUNCEMENT

**Professional Position Title:** Art Education Assistant  
**Part-Time:** 1-2 days per week  
**Schedule:** 9:15am-5:15pm, ½ hour lunch  
**Hourly Pay:** \$15-\$20 per hour plus mileage  
**Reports To:** Museum Educator

The Gadsden Arts Center & Museum, a small art museum accredited by the American Alliance of Museums and located in Quincy, Florida, seeks a qualified assistant for the Art in Schools program. The Education Assistant is responsible for teaching art appreciation and art-making lessons to elementary age children in school classrooms. Planning for each lesson will be accomplished in collaboration with the Museum Educator. Lessons will be based on GACM exhibitions and designed to align with age appropriate visual arts and reading standards. College and university students with appropriate experience are welcome to apply.

### Duties:

- Implement and evaluate Art in Schools sessions
- Collaborate on lesson plan development
- Study major exhibition content to support lesson preparation
- Prepare supply orders to submit to the Museum Educator
- Recruit and guide volunteers who assist with the program
- Capture photographs, videos, art, and other program samples and assessments for program evaluation and reporting
- Assist with additional education programs as assigned

### The Education Assistant must be:

- A reliable employee who takes personal responsibility for quality work
  - An experienced classroom manager for elementary age children
  - A creative program planner who feels this work is FUN!
  - A team player who can work independently
  - A flexible person who easily adapts to changes or challenges, and accepts direction from senior staff
  - Able to develop relevant, detailed lesson plans
- Required proficiencies and experience:
- Knowledge and love of art
  - Strong writing, organizational skills and attention to detail
  - Experience teaching children's groups (K-5<sup>th</sup> grade)
  - Capacity for physical demands of moving art supplies, moving tables and chairs; and teaching studio art; must be able to lift 40 pounds.
  - Mobile, with transportation to and from GACM and participating schools.

### All Gadsden Arts Center & Museum staff must:

- **Be knowledgeable** about GACM exhibitions and education programs;
- Maintain the designated **work schedule**, with any alterations to this schedule requested and approved by the Executive Director in writing;
- Maintain knowledge of all museum **policies and procedures** as they relate to the performance and duties of this position;
- **Perform other duties** as deemed appropriate by the Executive Director.