

Job Description: Arts Education Assistant

Status: Hourly (12-15 hours/week); Saturdays 9-4; Tues/Wed 2-6; First Thursdays 4-8:30; Varying hours throughout the week

- Reports to the Program Director, Program Manager, and Executive Director
- Assist with Saturday Art Markets
- Coordinate and teach Kentuck's Kids Studios, a la cARTE, Aspiring Artists, After School Art, as well as other classes as needed
- Ensure all public interactions are handled in a professional, courteous manner

RESPONSIBILITIES

- Assist with Kentuck's Saturday Art Markets and Art Nights
- Interact with local artists and patrons in a professional, courteous manner
- Teach Kentuck's Kids Studios, After School Art, Aspiring Artists following lesson plans and guidelines
- Organize and host a la cARTE
- Operate Eventeny with efficiency and accuracy
- Manage the set-up and maintenance of all Eventeny events for classes taught
- Manage all registrations for classes taught and assist with registrations for other classes
- Assist the Program Director and Program Manager with Art Nights, exhibitions, Kentuck Festival of the Arts, private events, and Boxes of Joy, or any other programs as deemed necessary by the Program Director and Manager
- Assist the Marketing Manager with social media and web listings for programming activities
- Maintain knowledge of Gallery Shop artists, Kentuck Art Center and Festival, workshops, and current exhibitions
- Answer the phone and take messages as needed
- Assist the Programming staff with other tasks as needed

REQUIREMENTS

- Must drive and have a vehicle
- Must be available on weekdays and on Saturday 9 AM-4 PM, the weekend of the Kentuck Festival of the Arts, and during holidays. Kentuck Art Center will be closed Thanksgiving Day, Martin Luther King, Jr. Day, Christmas Day, New Year's Day, Easter Sunday, and the 4th of July.
- This position involves constant moving, talking, hearing, reaching, grabbing, and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders, as well as working outside.
- Able to lift at least 30 lbs
- Ability to observe details at close range and differentiate between colors
- Ability to lead art activities
- Ability to communicate on the telephone with proper etiquette
- Ability to read, write, and effectively communicate with customers, peers, and management
- Ability to perform basic math functions, such as addition, subtraction, multiplication, and division. Ability to use a calculator. Must be able to make change in American monetary units.
- Ability to multi-task while being attentive to customers and remaining flexible to the needs of the business
- Enthusiastic, friendly, and energetic with a genuine desire to provide outstanding customer service and a positive attitude
- Availability to work flexible shifts
- A professional appearance
- Passion and an understanding of Kentuck's mission: to perpetuate the arts, engage the community, and empower the artist.

EXPERIENCE

- Outstanding communication and interpersonal abilities
- Sense of curiosity and a drive for knowledge
- Basic understanding of customer service practices
- Basic art knowledge and experience with various art media

SOFTWARE PROFICIENCY

- Microsoft Office Suite
- Eventeny
- Facebook; Instagram
- Wix