

Borgenicht Foundation Education Associate (Part-time)
The Delaware Contemporary, Wilmington, DE
JOB DESCRIPTION

Position Summary

The position requires at minimum a B.A., B.S., or B.F.A. in Arts Education, Art History, Arts Administration, Museum Studies, Visual/Cultural studies, Film Studies, Critical Theory, or other specialization in contemporary art. The position plays a key role in the collaborative efforts of the Education Department, assisting the Director of Education in building strong public and outreach programs for the museum. The position requires an up-beat, detail-oriented person who is able to multi-task and can thrive in an energetic team environment.

Depending on grant funding there is potential for the position to become full-time.

About The Delaware Contemporary

The Delaware Contemporary contains over 5,600 square feet of exhibition space and houses seven galleries, 26 artists' studios, a gift shop, a high-tech auditorium, and a classroom. The Delaware Contemporary presents numerous programs, special events, and exhibitions annually of regionally, nationally, and internationally recognized artists.

Mission statement

The Delaware Contemporary is a dynamic gathering place for the exploration of new ideas at the intersection of art, design, and technology. The museum's compelling exhibitions, innovative educational experiences, and access to the artistic process inspire us to infuse creativity into our daily lives.

Position Responsibilities

The responsibilities listed below are those that represent the majority of time spent working on this job. Management may assign additional essential functions and responsibilities or duties related to the type of work of the job as necessary and within the scope of responsibilities and requirements of the position.

- Assist the Director of Education in the development and coordination of all education programming including but not limited to, Contemporary Connections, Creative Arts Club, AIR programs, workshops, classes, camps, school group visits, drop-in programs, festivals, and offsite programming
- Assist in writing of didactic materials supporting programs, and identifying strong links to educational programming.
- Working with curatorial department, assist in preparing exhibition education information for guides and tour leaders, such as arts integrated lesson plans, and interactive gallery activities.
- Conduct Guide training and monthly meetings.
- Assist Director of Education with preparation, ordering, and maintenance of educational materials and the classroom.
- Serve on Education Committee.

- Perform other duties as assigned within the scope of responsibilities and requirements of the position.

Knowledge, Skills and Abilities

- High level of organization
- Excellent communication skills
- Knowledge of contemporary art, visual culture, and education standards a must
- Ability to work diplomatically and collaboratively as integral bridge between Curatorial and Educational departments
- Demonstrated evidence of strong writing skills
- Ability to think creatively and across disciplines
- Sound judgment, accountability, maintains high standards of professional etiquette, personal ethics, and public trust
- Understand issues of identity, discrimination, racial, cultural, ethnic, and intellectual diversity
- Keen visual skills, attention to detail
- Ability to work independently and prioritize single and multiple tasks
- Computer Proficiency in word processing, spreadsheets, and data management and graphic software experience such as Adobe Photoshop, and InDesign
- Up-to-date Child Abuse, FBI and Criminal clearances
- Ability to lift and carry boxes up to 40 lbs.
- Valid Driver's license
- Ability to work flexible hours, such as evenings or weekends

Job Type: Part-time, 20 hours/week

Rate: \$16/hr

Rank: Non-Exempt

Duration: Indefinite

Travel: Requires 0-5%

Reports to: Director of Education

Evaluation process:

Mid-year and end-year reviews based on museum competencies, job description, and mutually agreed upon measurable goals.