

## Job Opportunity at the National Gallery of Art

### **Studio Assistant for Family Workshops** | Family Programs, Division of Education

The National Gallery of Art is seeking a Studio Assistant to support its winter Family Workshops. Family workshops are designed for children ages 8-11 and adults to participate together. Taught by museum educators, each two-hour workshop includes an interactive tour in the galleries followed by a hands-on studio session. Pay is \$15 per hour for select dates in January and February 2019. The Studio Assistant must be able to work at least six of the workshop dates. The assistant also works up to an additional 60 hours prior to the beginning of the program season to help prepare workshop materials.

The winter Family Workshops will focus on sculpture and techniques for sculpting with clay. The Studio Assistant will assist participants with all phases of the sculpting process.

#### Responsibilities

Under the direction of the workshop coordinator, the Studio Assistant will be responsible for all daily set-up of the workshop, greeting families upon arrival, enforcing workshop policies and procedures, assisting teacher during the program, interacting with children, and overseeing program clean-up. The Studio Assistant plays a critical role in the success of the Family Workshops. In addition to the workshop logistics listed above, this position also assists with basic material preparation and other administrative duties related to the program.

#### Qualifications

Current undergraduate or graduate student with an interest in the arts and/or education. The ideal candidate is responsible, well organized, detail-oriented, attentive, professional, and diplomatic and courteous with the public. Excellent human relations skills and attention to detail are essential.

Prior experience with the artmaking process, working with children, and genuine interest in working with families is preferred. Background check is required.

The job is physically demanding; must be able to push carts and lift fifty pounds of supplies.

#### Work Schedule

Applicants must be able to work at least six of the workshop dates:

**Saturdays** January 12, 19; February 16 – 9:00am-6:00pm

**Sundays** January 13, 20, 27; February 3, 10, 17 – 10:00am-7:00pm

**Mondays**, January 21 and February 18 – 9:00am-6:00pm

Stipend: \$15 per hour

Apply: Send resume and letter of interest to [d-rapoport@nga.gov](mailto:d-rapoport@nga.gov). Questions? Email Dena Rapoport at the above address or call (202) 842-6259.

Application Deadline: October 5, 2018