

Job Posting: LEARNING AND CREATIVITY ASSOCIATE

Job Status: Part Time; 8 – 12 hours per month including some Saturdays

Date: July 26, 2021

The Grand Rapids Art Museum (GRAM), located in downtown Grand Rapids, has a unique part time job opportunity as a Learning and Creativity Associate, working with all types of audiences to help them learn about art and the museum. Our L & C Team creates and implements educational workshops, conducts tours and brings art to life in a variety of creative and interesting ways. If you are looking for a position that can connect you with your passion for art in a very part time, flexible setting, we would like to talk with you.

Essential responsibilities of this position include but are not limited to the following:

- Lead or assist with the instruction of a variety of art workshops and classes based on pre-existing lesson plans. Audiences may will include children, adults, families and a variety of groups.
- Work with and supervise volunteers as well as represent the museum with various community organizations.
- Perform a variety of administrative tasks including maintaining the supply inventory as well as managing the tracking of program and workshop supplies. Assist with studio maintenance and organization.
- Maintaining demographic records and soliciting and recording guest comments.
- Lead or facilitate museum tours, providing knowledge of GRAM's collection and exhibitions.

Our Learning and Creative Associates should have experience working with art and children; excellent people and communication skills for interacting with the public, museum staff and other constituencies. Ideal candidates will also have the following:

- Bachelor's degree in Art History, Art Education, Fine/Studio Art or Museum studies.
- Bilingual

Due to the job responsibilities, this position requires availability on Saturdays for weekend education programs.

Please submit a resume and cover letter to careers@artmuseumgr.org.

Grand Rapids Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.