

Program Assistant - After-school Teen Artist Residency

Temporary Contract - Renewal every 6 months upon review

Reports to the Director

The primary role of the Program Assistant for the After-school Teen Artist Residency program is to run the general operations associated with this program, with guidance from the director, additional responsibilities may be assigned as needed.

Duties include:

- Recruit teaching artists for After-school program
- Recruit teen applicants for After-school program through listing application online, distributing flyers, scheduling visits to high-schools and community centers
- Notify all applicants of acceptance status to program
- Attend and oversee open house, program dates and exhibition reception - early arrival is necessary - plan for 30 minutes in advance of program to set up and 30 minutes after program to clean up.
- Secure snacks and art supplies as needed for each program, distribute to participants
- Work with teaching artists to create a plan of action for their workshop dates
- Communicate deadlines and oversee progress of completion of work with participants
- Assist in installation and promotion of exhibition
- Manage all paperwork for participants including waivers, media releases, entry and exit surveys and attendance records
- Keep studio and supply storage in a neat and orderly fashion
- Meet with director on a regular basis to ensure program is unfolding as planned

Qualifications:

- BFA or equivalent experience

Skills and competencies:

- Knowledge of a breadth of arts practice to provide guidance during open studio sessions
- Ability and desire to communicate clearly and to work cross generationally, and for different purposes (teens, parents, teachers, counselors etc.)
- Basic organizational skills: must keep clean paperwork and organized studio space

Salary: \$10/hr for 5 hours per week for 22 weeks, totaling \$1,100

The right candidate will be dedicated to Resident Arts mission to provide professional development to young and emerging artists in Mid-MO, be a great communicator, and be willing to learn on the job.

For more information about the program, visit residentarts.org/programs/residencies

Interested individuals should email madeleine@residentarts.org with a resume, cover letter, and a link to their website or attached work samples. A background check will be required prior to employment.