

# The Current

## Education Assistant

The Current, a non-profit center for contemporary art located in Stowe, VT, is hiring for a part-time Education Assistant. We are one of the region's primary contemporary art exhibition and education resources, offering a range of dynamic programming that asserts the value of art by engaging visitors, members, students, volunteers, creators, and patrons. We seek an organized team player who values customer service and has a passion for the organization to join our collaborative work environment.

### Summary of Position

---

The Education Assistant is charged with assisting in the execution of The Current's art education and outreach programs in the areas of youth education, teen education, adult education, and outreach. The Education Assistant works collaboratively with the education team to implement the vision and programming strategy for the Education Department.

We are committed to creating a supportive work environment defined by a culture of responsibility, integrity, and inclusion, and strongly encourage members of the BIPOC community, LGBTQ+, and people with disabilities to apply.

### Duties & Responsibilities

---

- Process and follow up on student registrations, liability forms, payments, invoices, sliding scale usage, credits, and refunds.
- Prepare class folders with printed class rosters as instructed by the Education Managers.
- Build and maintain programmatic knowledge in order to appropriately advise families and students with routine questions regarding class offerings and policies and maintain a log of all communications with parents.
- Maintain a running inventory of class supplies, compare the inventory against anticipated class-specific needs, and notify the Youth Education Manager when supplies are running low; help instructors locate and properly store supplies.
- Assist Clay Studio Manager with Ceramic Studio Maintenance and kiln firings.
- Ensure all classroom spaces are fully reset and all supplies are stored in their proper places, sweep classroom spaces at the end of each day, and help maintain overall classroom organization and cleanliness.
- Provide one-on-one and basic behavioral management support during youth classes.
- Facilitate Open Studio Drop-In hours and Extended Care hours under the direction of the Youth Education Manager and serve as a Substitute Teacher in any of our art classes.

# The Current

- Occasionally assist Gallery exhibition installation and event set up. Serve as alternate staff during occasional off-hours activities including, but not limited to classes, events, parties, facility rentals, and Saturday gallery hours.
- Other duties as requested.

The above duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified.

## Reporting Structure

---

This position reports to the Youth Education Manager and the Deputy Director, and works closely with the Ceramic Studio Manager. This part-time position requires 20-24 in- person hours. Evening and weekend hours are required. Compensation is an hourly rate of \$20.

## Knowledge, Skills, and Abilities

---

1. BA or BFA in Art Education preferred.
2. Experience in art education and classroom management required.
3. Experience and genuine passion for working with all ages of students from toddlers to elders.
4. Ability to perform physical activities, such as lifting, balancing, walking, stooping, and willingness to engage in art-making projects and outdoor playtime.
5. Knowledge of contemporary educational methods and philosophies is preferred.
6. Interest and experience in DEAI work is essential.
7. Strong organizational and time-management skills, with the ability to set priorities and limits in order to accomplish tasks, meet deadlines, and adapt to changing priorities.
8. Attention to detail with a focus on efficiency, ability to maintain a consistent schedule, ability to forecast the needs of the education program, and act proactively on identified needs.
9. Knowledge of fundamental office practices, procedures and equipment. Past experience with Macs and Google cloud suite preferred.
10. The ability to work independently, multi-task, maintain good spirit and humor under deadlines, and participate as an effective team member.
11. Excellent communication and interpersonal skills working with colleagues as well as students, parents/guardians, teaching artists, and the general public.
12. High degree of personal and professional integrity and the ability to treat sensitive information with the highest degree of confidentiality. Ability to exercise good judgment, courtesy, and tact in dealing with the public, board, staff, and affiliates of The Current.

# The Current

## Values

---

### Openness

We value teamwork and collaboration; active listening; open, respectful, and clear communication.

### Accountability

Each of us is responsible for our own words, actions, and results.

### Integrity

We act with uncompromising commitment, honesty, integrity, respect, and trust in all we do. We are inspiring and inspired by the quality and excellence of our work and the honesty of our relationships.

### Connection

We celebrate participation, partnership, and collaboration. We value inclusion and engagement with the community.

### Respect

We recognize and respect that we all have different experiences, backgrounds, perspectives, and opinions and we can learn from each other; we value diversity and equity.

## Equal Opportunity Employment

---

The Current is an equal opportunity employer and encourages candidates of all ethnic, racial, and religious backgrounds to apply. The Current employees are selected on the basis of ability without regard to age; (dis)ability; ethnicity; faith or religious belief; family, marital or parental status; gender identity; language; national origin; political perspective; race; sex; or sexual orientation.

## To Apply

---

See [thecurrentnow.org/opportunities](https://thecurrentnow.org/opportunities) for application instructions.