

The Current

Program Assistant

Summary of Position

The Program Assistant is charged with assisting in the execution of The Current's art education, outreach, and gallery engagement programs. The Program Assistant works collaboratively with the Education Manager to implement the vision and programming strategy for the Education Department while offering support to the Gallery Manager. The hours are Monday through Thursday, 12:00-5:30 pm. Your work schedule has the potential to shift or expand to include full-time hours during the summer. You agree to work during any events outside these hours/days that may require your presence and to serve as an alternate Gallery Greeter from 10am-3pm on Saturdays.

Duties & Responsibilities

PRIMARY RESPONSIBILITIES:

- **Class Registrations and Rosters**
 - Process student registrations, payments, sliding scale usage, credits, and refunds.
 - Track and follow up on any student invoices.
 - Track and maintain required student paperwork, liability forms, and confirmations.
 - Print class rosters and liability/health rosters, and prepare class folders for teachers as instructed by the Education Manager.
- **Communication**
 - Assist the Education Manager in administration and data entry of participation surveys.
 - Build and maintain professional and supportive relationships with learners and their families.
 - Capture documentation for marketing and promotion of The Current's education & outreach programs, including class photos, student/teacher testimonials, and newsletters.
 - Update internal and external calendars with class, workshop, and open studio listings and schedule changes. Maintain studio bulletin boards with up-to-date programming.

- Answer routine parent questions about offerings and policies. Maintain a log of all communications with parents.
- **Inventory & Physical Space Support**
 - Maintain first aid kits and familiarity with emergency procedures.
 - Assist Ceramic Studio Manager with ceramic studio maintenance. Help instructors locate and clean up supplies.
 - Assist instructors and students in learning how to clean up the studio space properly before the end of class.
 - Upon arrival each day, ensure all classroom spaces are fully reset and all supplies are stored properly.
 - Sweep classroom spaces at the end of each day.
 - Help maintain overall classroom organization and cleanliness.
 - Maintain the organization of classroom supplies and equipment on shelves, in classrooms, and in the basement to make it easier and faster for staff, students, interns, and teaching artists to find what they need and to present a professional working space for visitors.
 - Maintain the organization of the technology cart and ensure that all devices (iPads, laptops, cameras) are adequately charged before each class or camp.
 - Ensure that all technology is labeled as property of The Current.
- **Instructional Support**
 - Teach one afterschool class per session, as needed, and serve as a substitute teacher.
 - Support programmatic goals of providing adaptive and inclusive educational opportunities rooted in DEAI, PBIS, and trauma-informed practices. This will include providing small group and one-on-one classroom support and helping to implement behavior plans and accommodations to ensure equitable learning opportunities for all students.
 - Commit to learning student names and increasing familiarity with learners and their families.
 - When youth classes are in session, check students in and out; prep and serve snacks, as needed.
 - Provide instructor support by floating between classes to document, observe, and assist where needed.
 - Provide one-on-one student support within classes, as needed.
 - Offer basic behavioral management support to instructors by reinforcing rules and respectful behavior within the class.
 - If a class requires consistent support, serve as a classroom aid.

- Report to the Education Manager on any challenges requiring additional support, mentorship, or communication with parents.
- Support instructors during gallery visits by helping them model and maintain proper gallery etiquette.
- Facilitate Open Studio Drop-In hours and Extended Care hours under the direction of the Education Manager.
- **Training and Event Responsibilities**
 - Assist in training and work collaboratively with the summer teachers during Youth Summer Camps.
 - Build and maintain programmatic knowledge to appropriately advise families and students with routine questions regarding class offerings and policies.
 - Serve as alternate staff during occasional off-hours activities, including classes, events, parties, and facility rentals.
 - Assist with Family Day as directed by the Education Managers.
- **Gallery.**
 - Occasionally assist, when requested, with Gallery exhibition installation and event set up.
 - Serve as an alternate Gallery Greeter.

Other duties as requested.

Reporting Structure

The Program Assistant reports directly to the Education Manager and Exhibitions Team.

Knowledge, Skills, and Abilities

A successful candidate for this role will bring:

- 1+ years experience working in an office administrative role is required.
- 2+ years experience teaching or working with young children in a school or childcare setting is required.
- Experience or degree in Studio Art is strongly preferred.
- Willingness to learn about contemporary art and art history is required.
- Ability to work with deadlines and maintain effective time management strategies.
- Strong ability to organize physical spaces such as classrooms and files.

- Keen attention to detail and commitment to discretion when working with student records and interacting with students, teachers, parents, and community members.
- Commitment to DEAI practices.
- Ability to remain calm and professional under pressure.
- Flexibility to shift focus rapidly and calmly.
- Commitment to building community relationships.
- Enjoyment in working with and around children.
- Ability to work independently while also serving as a team player.
- Proficient in computer skills and experienced with Google Suite (Gmail, Google Drive, Google Docs & Sheets) and Microsoft Office (Word and Excel).