Program Assistant

Summary of Position

The Program Assistant is charged with assisting in the execution of The Current’s arts 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 and Gallery Engagement Specialist. The hours are 20-24 per week: Tuesday - Thursday 12:30-5:30 and Saturday 10am-3pm during the academic year. The work schedule will shift to include earlier hours during the summer. Attendance may be required for additional events outside of these hours/days.

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 Managers.

● **Communication**
  ○ Assist Education Manager in data entry of participation surveys.
  ○ Build and maintain professional and supportive relationships with learners and their families.
  ○ Assist and support outreach efforts to Vermont youth and adult learners and Vermont schools, including social media post content for Instagram and TikTok.
  ○ 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.
- Assist Clay Studio Manager with Ceramic Studio Maintenance and kiln firings. Help Instructors locate and clean up supplies.
- Assist Instructors and students in learning how to properly clean up the studio space before the end of class.
- Upon arrival each day, 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.
- Help maintain overall classroom organization and cleanliness.
- Maintain the organization of classroom supplies and equipment on shelves, in classrooms, and basements 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**

- Support programmatic goals of providing adaptive and inclusive educational opportunities that are rooted in DEAI, PBIS, and trauma-informed practices. This will include providing small group and one-on-one classroom support, working with instructors and Education Manager to resolve classroom disputes through restorative practices, 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 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.
- Serve as a Substitute Teacher in any of our art classes, as needed.
Training and Event Responsibilities
  ○ Assist in training and work collaboratively with Summer Camp Coordinator during Youth and Teen Summer Camps.
  ○ Build and maintain programmatic knowledge in order to appropriately advise families and students with routine questions regarding class offerings and policies.
  ○ Serve as alternate staff during occasional off-hours activities including, but not limited to classes, events, parties, and facility rentals.
  ○ Assist with organizing Community Day schedule, materials, volunteers, and promotion as directed by the Education Managers.
  ○ Seek professional development through mentors, classes, observation at other institutions, and other avenues.

Gallery.
  ○ Occasionally assist, when requested, with Gallery exhibition installation and event set up.
  ○ Serve as primary gallery attendant on Saturdays and as an alternate for weekday hours.
  ○ Lead Saturday public programming requests, as scheduled by the Gallery Engagement Specialist.

Other duties as requested.

Reporting Structure

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

Knowledge, Skills, and Abilities

A successful candidate for this role will bring:
  ● Ability to work with deadlines and maintain effective time management strategies.
  ● Ability to organize physical spaces such as classrooms and files.
  ● Keen attention to detail and commitment to discretion when working with student records, 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.
  ● 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).
  ● 1+ year experience working in schools or childcare care facilities required.
  ● Experience or degree in Studio Art or a related field preferred.