



## **Position Description**

**Title:** Education Programs Assistant

**Status:** Hourly; 10 hours per week, \$20/hr

**Reports to:** Education Programs Manager

## **About CMCA**

Founded in 1952, the Center for Maine Contemporary Art is located in downtown Rockland's vibrant arts district in a state-of-the-art building designed by architect Toshiko Mori. It is the state's longest running and leading non-profit contemporary arts institution.

The mission of CMCA is to advance contemporary art in Maine through direct engagement with artists and the public, creating exceptional exhibitions and programs that communicate the transformative power of the art of our time. CMCA fulfills its mission by supporting and exhibiting the work of artists with ties to Maine; by providing engaging learning opportunities that open new possibilities for artists and the public; and by serving as an essential platform for making art an accessible and vital part of our communities.

## **General Job Description**

Under the direction of the Education Programs Manager, the Education Programs Assistant primarily supports the Education Program Manager's execution of on-going education programs, such as, but not limited to: administrative tasks, weekly Open Studios programming, monthly ArtLab workshops, and other tasks as needed for audiences of all ages.

## **Primary Relationships**

The Education Programs Assistant reports to the Education Programs Manager and serves as a support for on-going education programs and as a member of the CMCA staff. The position manages the weekly Open Studios program, Youth Art Month mail art program, assists with recruiting and coordinating education volunteers, facilitates, and where time permits, assists directly with education-based events.

## **Responsibilities**

Primarily responsible for:

- Works closely with and supports Education Programs Manager in plan coordinate all education programming and related administrative duties.
- Generating art making activities for the weekly Open Studios Program: CMCA's self-directed drop-in programming connected to exhibitions currently on view.

- Facilitates, develops and coordinates Youth Art Month mail art program
- Coordinates, recruits and facilitates education volunteers on-site at CMCA.
- Serve as a staff contact for the education program, providing up to date information on planned programs, workshops and group visits.
- Other administrative tasks as assigned

Additional Tasks, depending on availability:

- Attends education-based events/meetings: conferences and committee meetings

## **Team Member**

As a member of the CMCA staff, the Education Programs Assistant contributes to on-going development and maintenance of education programs and within their duties the Education Programs Assistant works closely with all CMCA staff.

## **Qualifications & Schedule**

Minimum of high school diploma; preferred college degree and 1-3 years of professional experience in non-profit and/or pre-k-12 education. Excellent verbal and written communication skills. Knowledge of Microsoft Office Suite and Google Drive; Zoom and Mailchimp a plus.

This position operates on a flexible 10 hr/week schedule. A successful candidate must be available and willing to work during open hours throughout the school calendar year.

## **Compensation & Benefits**

Hourly rate commensurate with experience. Optional additional hours are available periodically, depending on the schedule flexibility.

*CMCA is an equal opportunity employer and prohibits discrimination and harassment of any kind.*

## **How to Apply**

Submit a cover letter and resume to Education Programs Manager Mia Bogyo at [mbogyo@cmcanow.org](mailto:mbogyo@cmcanow.org) by August 1, 2022. Position open until filled.