



## **Education Assistant - Part-time (0.5 FTE) Non-Exempt Position**

The Education Assistant will report to the Director of Education. The Education Assistant's role will be to assist the Education department in planning and implementing programs including classes and camps at both locations and to provide additional support in off-site outreach programming. This position is a part-time, non-exempt role, approximately 16-20 hours per week. Bilingual Spanish speakers are highly encouraged to apply.

### Qualifications:

- Degree in Art History, Studio Art, or a related field
- At least 1 year of classroom teaching experience
- Must reside and be eligible to work in the United States

### Essential Functions:

- Facilitate interactive in-person tours for schools and groups
- Assist and implement education arts-integrated lessons for in-person exhibitions
- Support Family Programs and Teaching Artists with the implementation of in-person Programs
- Support the Outreach program in teaching and assisting students in virtual and in-person classes
- Participate in scheduled training sessions and become trained in all exhibitions and programming; provide information to visitors about the Museum's institutional history, exhibitions, and public programs
- Ability to work some weekends and evenings
- Other duties as assigned at both the Central and North locations

Knowledge, skills and abilities: Strong skills in communication, teaching, presentation, and student assessment. Effective organizational and administrative skills. Strong attention to detail and multi-tasking skills. Good technical skills with proficiency in Word, Excel, Slack, and PowerPoint. Knowledge of visual thinking and inquiry-based learning methodologies for conducting gallery-based conversations that integrate visual arts and academic disciplines with a concentration on contemporary art. Bilingual Spanish speakers will be shown preference.

Physical requirements: Ability to see, listen, and talk for extended periods. Ability to stand, sit, and walk for extended periods. Ability to remain in a sedentary position for extended periods. Ability to perform repetitive motions, making substantial movements of the wrists, hands, or fingers. Ability to use a keyboard for extended periods of time.



Other: A valid California Driver's license and car with insurance. Must have a car or transportation arrangements for self and 30 lbs of art supplies. Must have or be able to obtain background and fingerprinting clearance. Per district guidelines, must be vaccinated for COVID-19.

#### COMPENSATION

Position type: Part-time, 16-20 hours a week, non-exempt. Hourly rate is \$18. A typical shift on weekdays between 9am to 5pm, some weekends and evenings as needed. Benefits include staff appreciation days, discounts at select Balboa Park restaurants and shops, and free admission to member museums.

#### APPLY

Please submit a resume and cover letter addressing how you meet the above qualifications – in .PDF format – via e-mail to [jobs@icasandiego.org](mailto:jobs@icasandiego.org) with the Subject: Education Assistant.

#### ABOUT

The Institute of Contemporary Art, San Diego (ICA San Diego) presents experimental art and learning with a mission to question everything. ICA San Diego, produces a broad range of programs and resources for audiences of all ages, including art classes, family days, in-school programs, and community-based programs.