Job Description

Job Title
Kent Bellows Mentoring Program Assistant

Employment Status
Part Time
15 hours per week (Monday-Friday, 3:30-6:30 pm)

Employment Category
Non-exempt

Department
Education

Reporting Responsibility
Kent Bellows Mentoring Program Manager

Position Summary
Assists with activities of Joslyn’s Kent Bellows Mentoring Program, an arts mentoring program for teens that operates at 3303 Leavenworth Street.

Major Duties
• Assists mentors and mentees with curriculum implementation, including use of a variety of art media, techniques, and tools
• Records daily attendance
• Assists with installation of student art exhibitions in the Kent Bellows Studio
• Assists with exhibition openings, field trips, and off-site programs including murals and community partnerships
• Helps document and archive mentee artwork and exhibitions
• Helps with general studio maintenance
• Adheres to policies of the Employee Handbook
• Performs other duties as required

Minimum Qualifications
• High school diploma or equivalent
• Strong communication skills and an ability to work effectively with a diverse community
• Enthusiasm, flexibility, and creativity
• High integrity, judgment, and discretion
• Reliable transportation

Preferred Qualifications
• Bachelor's degree or some college experience in art or education.
• Experience teaching art, assisting with an art program, working in a gallery setting, or installing exhibitions

Salary
Minimum Salary: $15 per hour
To Apply
Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.