



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc. & Ann's Circle Inc.
13470 Dowell Road, Solomons, MD 20688

jobs@annmariegarden.org

Title: **Program & Exhibit Specialist** **DEADLINE to APPLY: November 1, 2019**

Schedule: 29 hours/week (with potential to transition to full time if exceptional candidate is found)
typical work week is Monday-Friday, but will include some weekends and evenings
Must be available for major events and programs, as well as summer camp

Compensation: \$18-21 per hour, depending on experience.

To apply: Submit cover letter, [Annmarie Application](#), resume & three professional references to jobs@annmariegarden.org.

Job Summary: This position is responsible for a wide variety of duties that support the many programs, classes, exhibits, and events of Annmarie Garden. This position plays a key role in the creative process of program development, preparation, and delivery. This position must be qualified and comfortable to develop, lead and teach a wide variety of art classes and other programs for all ages. This position helps design and install exhibits and gallery shows. This position coordinates the teen Counselor-in-Training program. The ideal candidate has a B.A. or M.A. in fine arts or studio arts, and is tireless in their passion for arts education, program development and delivery, teaching, and exhibit design.

Primary responsibilities:

- Program Development & Delivery - assists with a wide variety of program activities, including development, preparation and delivery. Work includes researching, preparing, and teaching/leading a wide variety of art classes
- Provides exhibit and program support, including design, installation, lighting, and developing complementary programs
- Counselor-in Training Program (teen volunteer program) - manages the CIT program including screening and training teens, communicating, scheduling, and on-the-job supervision.
- Classroom & Storage Management - coordinates use of all classrooms, including maintenance, repair requests, and organization.
- Clay Studio Management - coordinates the use and upkeep of the Clay Studio and Kiln Shed, including ensuring that kilns and all equipment are in good working order; loads and fires all kiln runs
- Special Events & Festivals - assists with a wide variety of activities related to the busy special event and festival schedule of Annmarie.

Other Duties

Attends weekly staff meetings; presents work requests and maintenance requests in order to coordinate staff, supplies, repair, and equipment; staff front desk or gift shop as needed; perform basic janitorial duties in galleries, bathrooms, and classrooms; other duties as assigned.

Knowledge, Abilities and Skills to—

Must be knowledgeable about art supplies, materials, processes, tools, and media. Must be comfortable and competent teaching and managing a classroom. Must understand basic art registration and care procedures. Must be able to deal politely with the volunteers, faculty, CITs, and guests; must be able to work carefully around works of art and special equipment; must be able to work independently with little or no supervision.

Computer Skills: requires computer, graphic, and writing skills

Work Schedule: varies according to program and special event schedule, includes some weekends and evenings

Minimum qualifications: Bachelor's degree in studio arts, fine arts or a related field; at least 3 years of experience in arts environment.

Licenses or Certificates: Valid driver's license.

Special requirements: Operation of Garden owned vehicles; subject to background investigation and finger-printing

Physical Demands: this is a physically demanding job requiring someone able to be on their feet for hours each day leading programs and classes, setting up for activities, moving supplies, and managing studio space. Must be able to lift medium to heavy loads when setting up for events and programs, including single-handedly loading/unloading kilns, setting up tables, tents, and numerous chairs for programs and events. Must be able to climb a ladder and assist with exhibit and event set up. Must be able to perform basic janitorial tasks and work outside in varying seasons. Must be able to answer phones, run cash register, and POS.

Revised October 11, 2019