



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc.
13480 Dowell Road, P.O. Box 99, Dowell, MD 20629

Title: **Weekend Program Assistant** **deadline to apply May 5th!**

Hourly Rate: \$12/hr; no benefits

Regular Work Schedule: 29 hr/week (averaged out over the year)
Work schedule to include Friday, Saturday, Sunday, Monday

Immediate Supervisor: *Curator of Public Programs*

How to apply: submit cover letter, resume, three professional references, and an Annmarie Employment Application (available at <http://www.annmariegarden.org/annmarie2/node/48>), to the above address, or email complete application packet to jobs@annmariegarden.org by May 5. Incomplete applications will not be considered.

Introduction: Annmarie Garden is seeking a creative, energetic, friendly, and well-organized person to assist with a variety of weekend program activities, including the artLAB, birthday parties, the front desk, scout programs, day camps, Nature Nook, and Fairy Lolly. This is a great position for someone just out of college who is interested in an entry level position in a visual arts organization. The ideal candidate will have a B.F.A. in fine arts with a strong interest in public arts programming. Interested candidates should submit an Annmarie application along with a resume and three professional references.

Job Summary: the main responsibility of the Weekend Program Assistant is to help develop, organize, set-up, and staff programs at Annmarie, including artLAB activities, birthday parties, scout programs, special events, classes, etc. Person must be willing to engage with guests of all ages, particularly children. On the weekends, the Program Assistant will oversee the busy birthday party schedule, prepare classrooms and studios for classes and rentals, as well as serve as the staff person on duty in the artLAB. This position will also maintain the Nature Nook and Fairy Lolly, as well as work the front desk and the gift shop. If appropriate, this position can also include social media responsibilities (twitter, Instagram, etc). This position requires someone who has a background in fine arts and/or arts education, with considerable knowledge and experience with art supplies, materials, methods, and equipment. Person must be friendly and creative, and enjoy engaging with the public for extended periods of time. Ideal candidate must be able to deal patiently and kindly with Annmarie guests, including birthday clients, members, and special needs visitors. This position requires someone who is exceptionally kind, tactful, patient, and self-sufficient.

Primary responsibilities:

- Monitors weekend activities in the Studio School, the artLAB, Fairy Lolly, Nature Nook, the galleries, and the Artist House to ensure that needed supplies, materials, and equipment are on hand and ready to go for the weekend;
- Gathers supplies, materials, and instructions for programs;
- Helps monitor supplies and keeps storage rooms tidy and well organized;
- Sets up space for programs, including activity instructions, art supplies, tables, chairs, screens, easels, etc.;
- Helps to create activity materials and instructions, etc.;
- When required, will lead a program or activity for a small group or birthday party (face painting, mural activity, fairy house activity, etc);
- Staffs the artLAB during visiting hours and for specially scheduled programs;
- Assists with class registrations and birthday party rentals; requires ability to follow basic administrative procedures for safely handling financial transactions;

- Opens and closes buildings and classrooms and helps to monitor all Annmarie facilities to ensure visitor safety and the safety of the buildings, sculpture, and grounds;
- Cleans up rooms and puts away art supplies, materials, and instructions;
- Helps to maintain studio equipment and keep studios rooms, supplies and materials clean and tidy;
- Performs janitorial duties, including trash disposal, cleaning kitchen, wiping down equipment, sweeping, spot cleaning of restrooms, etc.;
- Monitors, restocks, and keeps tidy, the Nature Nook, the Fairy Lolly and other outdoor play areas.

Additional Responsibilities:

- Assists with CHESPAX program, School's Out Program, & Summer Camps
- Assists with membership registration and processing;
- Staffs front desk or gift shop as needed;
- May be asked to help with exhibit prep, installation, and de-installation
- Helps to monitor the exhibits and exhibit activities, keep activities well stocked and helps to keep the art safe and secure;
- May be asked to post to twitter, Instagram, Pinterest, etc.
- Assist with monitoring and maintenance of site;
- Assist with special events as needed;
- Perform basic janitorial duties in galleries, bathrooms, and classrooms.;
- Other duties as assigned.

Work Environment: Annmarie is a busy site with a wide variety of excellent and innovative programs and activities. The staff of Annmarie is highly creative and collaborative and seeks new staff members that are passionate and committed to furthering the arts in our community. The Program Assistant will become an important part of the weekend team and must clearly demonstrate a commitment to public arts programming. This position requires a flexible person who can work alone or as part of a team, who can lead an activity one moment and clean the bathroom in the next! Because of limited staffing, person must learn different jobs in order to facilitate lunch breaks and support the weekend team.

Computer Sills: requires basic computer skills, including Microsoft Office, Outlook, Excel, Photoshop, and Illustrator. Familiarity with various social media sites (facebook, Twitter, Instagram, etc) a plus!

Work Schedule: Must work Friday, Saturday, Sunday & Monday, including some designated holidays. During slow times of the year, Program Assistant may be able to take off an occasional weekend day if no program is scheduled.

Minimum qualifications: Bachelor's degree in fine arts or a related field.

Licenses or Certificates: Valid driver's license.

Special requirements: Operation of Garden owned vehicles; subject to background investigation and fingerprinting.

Physical Demands: Must be able to lift medium to heavy loads when setting up for events and programs, including **single-handedly setting up 8' tables and numerous chairs for parties, classes, programs and events**. Must be able to answer phones, run cash register, credit card machine. Must be able to perform janitorial tasks.

Unusual demands: may work occasional evenings; must work main special events, including Artsfest, Garden in Lights, Fairy Festival, Green Expo, etc.

An Equal Opportunity Employer

(Revised February 23, 2013; revised March 6, 2015; 2nd revision March 26, 2015; revised Sept. 14, 2015; April 12, 2017)