



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

Title: Arts Program Support (part-time)

Department: Education

Hourly Rate: \$16/hr; part-time hourly position; no benefits

Regular Work Schedule: 14-29 hours/week; flexible schedule, will work around class schedule
includes weekends & evenings; schedule will vary seasonally & with events

****this is a great job for a college students or recent grad in the visual or performing arts****

About Annmarie: if you are looking to join a wildly creative and hard-working team doing important work for the community, you will find it at Annmarie Garden. Providing meaningful art and nature experiences and programs for our guests is more important than ever. We work hard every day to fuel creativity, stimulate the mind, nourish the body and soul, protect the environment, and generate economic opportunities for artists. We are a multi-faceted organization that needs a diverse, smart, and passionate staff to succeed. As a member of our team, you will be surrounded by other creative professionals who are driven to nurture the human spirit and contribute to a healthy society. Read more about our mission [here](#). We hope you will apply!

Ideal Candidate: the ideal candidate is a recent graduate (or currently enrolled) in a fine arts, studio arts, or theater program. This is a multi-faceted, physical, and creative position, and is perfect for someone just out of college who is interested in an entry level position in a community arts organization.

Job Summary: Annmarie Garden seeks a creative, energetic, friendly, and well-organized person to assist with a variety of activities, including staffing the outdoor Welcome Booth; maintaining outdoor activities; maintaining the Fairy Lolly, Clay Studio, Nature Nook, and artLAB; assisting with CHESPAX, birthday parties, scout programs, camps, and exhibits; and preparing for and working special events and festivals. This position plays a large role in event prep and production, with an emphasis on the Fairy House Festival, Insectival, Artsfest, Halloween, and Garden In Lights. As most of Annmarie programs and events take place outside on the 50-acre campus, this position requires someone able to work outside in all weather and able to traverse the lawns and trail of Annmarie, as well as climb ladders to prep for activities, including putting up extensive light show décor. This is a multi-faceted position that performs duties for the Guest Services and Education Departments. Job responsibilities will vary seasonally and according to event and program schedule.

Primary Duties:

- Assist with a variety of program and event related tasks, including but not limited to assisting with activity design and development; supply and materials prep; program delivery and monitoring; installing program and event décor, equipment, and signage; classroom and teaching assistant, cleaning and organizing of storage areas and studios;
- Assists with monitoring and maintaining the Clay Studio, artLAB, Nature Nook, classrooms and storage areas; assist with CHESPAX, birthday parties, scout programs, camps, and exhibits;
- Train and help care for, feed, and clean enclosures of all Nature Nook animals and critters; care for and water plants; help maintain and monitor Nature Nook exhibits and activities;
- Help to open and close property and studios daily; monitor, replenish, and maintain outdoor program elements, including Fairy Lolly, sluice, fairy houses, Tree-mendous trail, outside activities, and other elements;
- Assist with researching and securing event elements and outside contractors, including various vendors and performers, bands, performance artists, food vendors, etc.
- Staffs the outdoor Welcome Booth; greets and orients guests; answers questions and assists with outdoor activities;
- Cross train and work Front Desk and Gift shop as needed;
- Maintain and clean the Clay Studio; general housekeeping duties as needed;
- Other duties as assigned; janitorial duties as needed

Additional Seasonally Based Duties (these may vary)

- *February-March:* perform a variety of tasks associated with preparation and production of Annmarie programs and events, outside and indoors; staffs Welcome Booth as needed;
- *April-September:* staff the Welcome Booth daily, greet and orient guests; process admission donations; answer questions about the park, direct and assist guests as needed;
- *October-January:* install/deinstall lights and décor for holiday light show, work light show as scheduled;

Knowledge, Abilities and Skills:

- Knowledge of art supplies, materials, processes, tools, and media;
- Excellent customer service skills; ability to work comfortably and politely with general public
- Ability to use our admission and POS software; Microsoft Office, and general computer skills
- Possess competent writing, math, computer, and email skills to perform daily tasks
- Must be able to answer phones, run cash register, credit card machine, and other office equipment
- Must be able to work independently with little or no supervision.

Working around art and sculpture:

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property.

Physical Demands:

- Must be able to stand for long periods of time
- Must be able to walk uneven terrain to set up for events and programs
- Must be able to climb ladder to install holiday décor
- Must be capable of working outside in heat and cold;
- Must be able to lift medium loads when setting up for events and programs, or assisting with loading/unloading kilns;
- Must be able to set up tables and chairs, and pop up tents, etc. during events;

Minimum qualifications:

Bachelor's Degree (or currently pursuing a degree) in relevant field, including Fine Arts, Studio Arts, Theater Arts, or related, and at least 1 year experience in arts environment.

Licenses of Certificates: Valid driver's license.

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

The work place: Annmarie Sculpture Garden & Arts Center is a 50 acre campus. The majority of our programs and events are held outside, which means all staff spend part of their time outside performing a variety of event-related duties. Staff must be capable of traversing the patios, lawns, fields, and woods of Annmarie.

Working at Annmarie: operating a 50 acre park and presenting a wide variety of programs and events requires staff members who can: stand for long periods of time, walk uneven terrain, work outside in all weather, and spend hours preparing for events and programs, as well as working them. Simply put, it is a very physical place to work. Staff must be able to set up tables and chairs, erect pop-up tents, climb ladders to hang decor and lights, and work the demanding hours of a special programs or event. It is hard, but rewarding!

Unusual demands:

Required to work major outdoor and indoor festival & events; includes weekends and evening events.

Annmarie is an equal employment opportunity employer.

August 2024