



**Annmarie Sculpture Garden & Arts Center**  
**Koenig Private Foundation, Inc. & Ann's Circle, Inc.**  
13470 Dowell Road, Solomons, MD 20688  
[jobs@annmariegarden.org](mailto:jobs@annmariegarden.org)

**Title:** **Education & Performing Arts Specialist** (Part Time or Full Time option)

**Department:** **Education**

**Regular Work Schedule:** **part-time position with option to go full-time**  
28-35 hrs/week  
Regular schedule is Tuesday-Saturday, but will vary  
includes weekends & evenings; schedule will vary seasonally & with events  
benefits will depend on part or full-time status

**Hourly Rate:** \$25-29/hr; depending on experience

**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 holds a B.A. or M.A. in a relevant field, including performing arts, theater arts, fine arts, arts education, musical arts, etc. This is a multi-faceted, physically active, and creative position perfect for a young professional.

**Job Summary:** Annmarie Garden seeks a creative, energetic, friendly, and well-organized person to assist with a variety of activities across the organization, including event production, program delivery, and customer service. This is a physically demanding position that requires someone who enjoys working outside and keeping active. First and foremost, this position is part of the Education team and will help develop and lead a variety of programs and activities, including family programs, summer camps, field trips, birthday parties, scout programs, classes, etc. This position will play an important role in the development and production of all Annmarie festivals and events, including working outside to design, set-up and coordinate our many festivals and events. Please note this position takes a key position in designing and installing our elaborate month-long light show, and as such requires someone who can climb ladders and work outside. This is an exciting and demanding position, perfect for someone who feels passionate about the importance of art and nature in our everyday lives. 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.

**Specific Areas of Responsibility for this position:**

- **artLab** – this position has day-to-day responsibility for operation of the ArtLAB Creative Reuse Center, including monitoring and organizing the space and all supplies and materials, assisting guests, processing of donations, developing, educational content, etc.
- **Performing Artists** - this position will research, recruit, review and schedule outside entertainers, performers, specialty acts, and others for Annmarie events and programs, in coordination with the events team.
- **Field Trips** – this position coordinates all field trips, including registration, preparation, and presentation.
- **CHESPAX** – serves on the CHESPAX team which includes program development and delivery
- **Studio School & Fairy Lolly Rentals** - this position serves as the contact person for small group rentals, including the Studio School, Fairy Lolly, and Council Ring.
- **Weekend Supervisor** - this position will work most Saturdays, serving as one of the Weekend Supervisors.

**Primary Duties:**

- Assist with a variety of program and event related tasks, including but not limited to assisting with activity design and development; coordinating with outside agencies and vendors; supply and materials prep; program delivery and monitoring; installing program and event décor, equipment, and signage;
- recruits, screens, and schedules event elements and outside contractors, including various vendors and performers, bands, performance artists, etc.
- Serves as contact person and helps coordinate rentals of Studio School, Fairy Lolly, Council Ring rentals, and other outdoor areas. Monitors application portal and responds to email and phone call inquiries, and coordinates payments with the Business Manager. Prepares spaces for rentals and makes sure client has all necessary equipment and resources for a successful rental at Annmarie. Monitors client, or coordinates other staff, to oversee activity to ensure all protocols are being observed to safeguard the buildings, grounds, art and sculpture during private rentals.
- Serves as Weekend Supervisor, responsible for helping to coordinate weekend programs – works most Saturdays
- Assists with monitoring and maintaining the Clay Studio, artLAB, Nature Nook, classrooms and storage areas;
- Assists with CHESPAX, birthday parties, scout programs, summer camps, and exhibits, as needed;
- Helps 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;
- Cross train and work Front Desk, Welcome Booth, and Gift shop as needed;
- Maintain and clean the Clay Studio; general housekeeping duties as needed;
- Other duties as assigned; janitorial duties as needed

**Knowledge, Abilities and Skills:**

- Knowledge of art supplies, materials, processes, tools, and media;
- Knowledge of musical genres and styles;
- Excellent customer service skills; ability to work comfortably and politely with general public
- Ability to use our admission and POS software; Membership Database, Microsoft Office, and general computer skills
- Possess excellent 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 in Fine Arts, Studio Arts, Arts Administration, Theater Arts, or related; at least 3 years experience in arts environment.

**Licenses of Certificates:** Valid driver's license.

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

**Special requirements:** subject to background investigation and finger-printing

**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.

*August 2025*