

# ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org  
PO Box 1717 | Asheville, NC 28802-1717

## Learning & Engagement Assistant

*Updated 3/6/2019*

### Organization

The Asheville Art Museum, established by artists in 1948, engages, enlightens, and inspires individuals through exhibitions and programs developed for all ages that interpret its Collection of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina, as well as visitors from around the country and the world. Through a vibrant array of educational programs, the Museum serves diverse audiences of all ages from pre-K to seniors, of all ethnicities and economic levels.

The Museum will soon complete a multiyear expansion and renovation, and will open the new Asheville Art Museum in spring 2019. Staff will have the unique opportunity to be part of the professional team that will shape the future of this essential community resource.

### Position Description

The Learning & Engagement Assistant is a new position that will support a comprehensive project to build capacity, to develop new audiences, and to grow community outreach. This project will provide a foundation to allow the Museum to maintain and to build on its commitment to providing high-quality, inclusive, and innovative arts educational programming, exhibitions, and cultural engagement opportunities for all of WNC and the region, including residents of all ages and our area's many visitors.

### Primary Responsibilities/Essential Functions

- With Learning & Engagement staff, support pre-K outreach programs (early childhood outreach, Storytime & Art) by preparing and implementing lessons offsite (libraries, schools, community centers, etc.). Grow pre-K outreach programs by determining need, establishing relationships with new sites, and coordinating regular or occasional programming.
- With Learning & Engagement staff, support and grow onsite family programs by preparing and implementing fun, engaging, and intellectually stimulating learning activities that relate to the Museum's Collection and special exhibitions. Ensure that the diversity of the Museum's artists, media, materials, and community are reflected in offerings.
- Teach K-12 studio add-ons as needed.
- With Learning & Engagement staff, support the Adult Studio program. Help to build and maintain a diverse roster of teaching artists, coordinate weekly schedule of evening and weekend classes/workshops, and correspond with students. Manage studios during class time. Ensure that program information reaches diverse communities across the 24-county WNC region, and troubleshoot barriers to participation with Learning & Engagement and Development staff.

- With Learning & Engagement and Development staff, determine need and plan for new arts educational programming that targets underserved populations in WNC (e.g. adult outreach program, people with disabilities).
- Assist Learning & Engagement staff with processing registrations for ticketed programs, group tour requests/confirmations, and program evaluations as needed.
- Assist Museum staff with programs and events (onsite and offsite) as needed.
- Assist Learning & Engagement and Curatorial staff with docent training as needed.
- Other duties as needed.

### **Special Requirements**

The Learning & Engagement Assistant is a year round, full-time position with full benefits. In the transition period, this position will follow the regular office schedule (Monday–Friday). When the new Museum opens, this position’s normal schedule will shift to either Tuesday–Saturday or Wednesday–Sunday, with some flexibility, to accommodate evening and weekend programs. The incumbent should have a valid driver’s license and be able to stand, walk, lift items up to 30 pounds, handle tools or controls, use close vision, and travel periodically for meetings or Museum business.

### **Education/Experience**

Undergraduate degree in studio art, art education, art history, or related field required; 3+ years’ studio or teaching experience (esp. children) preferred. Fluency in a second language (esp. Spanish) and/or American Sign Language, teaching certification and/or familiarity with NC Standard Course of Study, and/or interest/experience working with people with disabilities, are a plus.

**To apply, please send resume, cover letter, and a list of three references to [mailbox@ashevilleart.org](mailto:mailbox@ashevilleart.org) with “Learning & Engagement Assistant” in the subject line.**

Duties, responsibilities, and activities may change at any time with or without notice.

### **Equal Employment Opportunity**

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.