



## **Job Description**

### **Summer Arts Program for grades 1 – 6, Teens 7-10 Intern**

The Intern reports to the New Art Center Assistant Education Director and supports all aspects of organizing and implementing the Summer Arts Program.

Working with Assistant Education Director, Intern responsibilities include:

- Input registration information into Filemaker Pro database. Follow-up with parents as necessary.
- Use Filemaker database to produce administrative paperwork including nametags, attendance sheets, check-in/check-out lists, etc...
- Organize art supplies and materials.
- Welcome and assist parents and students with program logistics.
- Assist faculty as necessary with group management, art installation, supply needs.
- Supervise children's transitions throughout the building.
- Provide training and feedback opportunities for counselors and studio assistants regarding their roles and responsibilities.
- Supervise large group activities including snack, lunch and outdoor play.
- Distribute and compile program evaluation forms.
- Assist with check-in and check-out. Insure that groups are organized and all children depart with authorized adult.
- Answer or direct parent inquiries.

## **Working Hours**

**June 11 or June 18 – August 31, 2012:** Scheduling is flexible but the ideal candidate will be available Monday-Friday 8:00-4:00. \$10/hr.

## **Experience**

Applicants must have experience working with elementary children in direct care, school, museum, or community program setting. College level coursework or a bachelor's degree in elementary education, art education, or fine/performing arts required. Applicants should be eager to work as part of a team providing safe, enriching, and enjoyable arts programming. The ideal candidate will be outgoing, self-motivated, creative, and enthusiastic.

**Application:** Interested candidates should submit a cover letter and resume to Jessica Alexander, Assistant Education Director, New Art Center, 61 Washington Park, Newton, MA 02460 or [jessica@newartcenter.org](mailto:jessica@newartcenter.org), no later than March 30, 2012.