

CREATE CAMPS

Cranbrook Art Museum is looking for teaching and support staff for summer educational programs: [CREATE CAMPS](#) (K-9)

Summer programs are an amazing, enriching experience where teachers and staff educate and excite students of all ages about the arts. We hire approximately 25 staff at a range of experience levels from local communities and around the world.

Application materials are accepted on a rolling basis, and will remain open until positions are filled, with interviews beginning in March 2018. If interested, submit the information listed below, by email to humanresources@cranbrook.edu

- Online application, available for download at: <http://www.cranbrook.edu/sites/default/files/uploads/Employee%20Application.pdf>
- A short letter of interest
- Resume

Employment offers are contingent on satisfactory completion of background checks and references, and verification of the appropriate identity and employment eligibility documentation.

Questions? Contact Sarah Doty, Associate Curator of Education at sdoty@cranbrook.edu

TEACHING ARTISTS - CREATE CAMPS (1st-6th grade – Paint and Pop Camp) 5-8 STAFF POSITIONS

Create Camps' Teaching Artists develop and implement daily classroom experiences in various studio concentrations; determine appropriate art materials; and make supply requests within allotted budgets. Teaching Artists must be multitaskers with endless enthusiasm, engaging students and able to foster an environment of innovation and self-expression. Teaching Artists teach one, three or four week session or (if eligible) two sessions, for a total of six to eight weeks (plus additional time for orientation, lesson planning, and classroom set-up). Typical schedule is Monday–Friday, 8:00am–3:30pm, with longer days Mondays and Fridays; approximately 35-40 hours/week.

Responsibilities

- Integrate and develop new dynamic content, projects, and prototypes while implementing existing project plans, based on objects in the the museum's collection and current exhibitions.
- Capable of classroom control and management of students in a range of ages, creating an environment of creativity, innovation, and support during class time.
- Classroom studio preparation and set-up, supply and material inventory and organization, daily/weekly studio clean-up
- Help facilitate and oversee lunch and outdoor activities during mid-day break for campers (1st-8th) after Mini Makers morning session ends
- Attend weekly all team meetings and maintain open communication with Program Managers, Program Director, and Parents/Guardians

Required Qualifications

- Must be 18 years of age
- Completed Undergraduate Degree; Completed or in pursuit of Graduate Degree
- Ability to lead indoor and outdoor recreation and activities

Preferred Qualifications

- Undergraduate and/or Graduate Degree in Fine Arts, Elementary Education, Art Education
- Previous teaching experience, or experience working with youth

CLASSROOM COORDINATORS (K-4th grade) 3-5 STAFF POSITIONS

Classroom Coordinators assist Teaching Artists with demonstrations and daily classroom management, monitor use of materials and supplies, assist with campers that need special attention, attend to minor first aid needs, and other duties as assigned. Classroom Coordinators can work four or eight week sessions. Typical schedule for kindergarten position is Monday–Friday, 8:00am–1pm; 25 hours/week. Typical schedule for 1st–4th grade is Monday–Friday, 8:00am–3:30pm; approximately 30-35 hours/week.

Required Qualifications

- Must be 18 years of age
- Completed or in pursuit of Undergraduate Degree
- Ability to lead indoor and outdoor recreation and activities

Preferred Qualifications

- Undergraduate focus in Elementary Education, Art Education, or Studio Art/Design/Architecture
- Previous experience working with young children

ACTIVITY COORDINATORS (all grades) 2-4 STAFF POSITIONS

Activity Coordinators supervise students in extended AM and PM care for students who arrive before the start of camp and depart after the end of camp, as well as lunch and classroom breaks. Assist with camp operations, which may include material preparation, photo documentation, blog posting, and other duties as assigned. Activity Coordinators can work four or eight week sessions. Typical schedule is Monday–Friday, either morning (6:45 am–1:30 pm) or afternoon (11:15 am–6:15 pm) shifts; approximately 30-35 hours/week.

Responsibilities

- Ensuring the safety, security, and well-being of students during extended care, lunch, and outdoor activities. This includes maintaining classroom control and management of students in a range of ages.
- Develop and facilitate craft projects, games, group collaborations - welcoming students to camp for the day, and allowing them to unwind at the end of the day.
- Maintain open communication with Program Managers, Program Director, and Parents/Guardians. Communicating with parents at drop-off and pick-up.
- Assist with administrative and organizational assistance, materials management, and clean-up duties as requested

Required Qualifications

- Must be 18 years of age
- Completed or in pursuit of Undergraduate Degree
- Ability to lead indoor and outdoor recreation and activities

Preferred Qualifications

- Undergraduate focus in Elementary Education, Art Education, or Studio Art/Design/Architecture
- Previous experience working with young children