



Education Assistant

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: www.cranbrook.edu.

Education Assistants help present educational programs in the topics of art, architecture, and design for a variety of constituents at the Cranbrook Art Museum. Education Assistants demonstrate excellent presentation, interpersonal, and problem-solving skills. Familiarity with a range of artmaking, art education, design, and art historical topics are required.

The Education Assistant position is part-time, working approximately 20 hours per week. The schedule will vary and may require a weekend or evening assignment. The employment period runs through June 2023 with the possibility to extend.

Responsibilities include, but are not limited to:

- Working closely with the larger education and visitor experience team, assisting with the development of materials for programs and presentations.
- May be responsible for writing protocols, demonstrations, and/or program plans; may oversee a program or part of a program, and be responsible for its development, planning, and execution.
- Effectively present information and work with diverse audiences in an articulate, thoughtful, and enthusiastic manner; adapting programs in response to age, ability, and feedback of participants.
- Explain class material and perform demonstrations as needed for groups of visitors or school groups.
- Answer questions from visitors and school groups as needed about the museum and its programs.
- Maintain program storage area, supplies, teaching materials, equipment, and logs.
- Maintain attendance, punctuality and performance standards set forth in Cranbrook's employee handbook.

Requirements:

- A high school degree or GED and college level Studio Art, Art History or Art Education courses required, a Bachelor's Degree preferred.
- Minimum of one year experience teaching a variety of ages, either in a formal or informal setting.
- Must have high energy and enthusiasm necessary to work with families and young children.
- Proficiency in Google Suite, Word, Excel, and PowerPoint.

- Customer service experience and the ability to effectively work with varied constituents including the public, school personnel, students, and volunteers.
- Ability to adapt program materials, presentation style, and/or delivery as needed to provide age-appropriate instruction. Must be able to problem solve on the spot as issues arise. Adept at taking initiative, working without continuous supervision, and working as a team member.
- Requires a Michigan driver's license with satisfactory driving record, and access to a vehicle for travel related to educational outreach programs.

Cranbrook offers competitive compensation and a unique environment that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment.

(Please note that a fully completed employment application is required for consideration.)