

Museum 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.

Cranbrook Art Museum **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.

Schedules for Education Assistants will vary and may require weekend or evening assignment.

Responsibilities Include, but are not limited to:

- Work closely with the larger education and visitor experience team, articulate program details based on established program vision
- Assist with the development of materials for programs and presentations for groups and museum visitor programs
- May be responsible for writing up 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
- Adapt programs in response to age, ability, and feedback of participants as well as equipment malfunction, performance reviews, and/or program evaluation
- Explain class material and perform demonstrations as needed for groups of visitors or school groups
- Assist visitors or school groups of all ages with learning techniques, including, hands-on interactive projects, or other activities
- Answer questions from visitors and school groups as needed about the museum and its programs
- Be responsible for the daily care and maintenance of equipment used.

- May fill in for other education staff
- Keep attendance for all programs
- Maintain program storage area, supplies, teaching materials, equipment, and logs
- Communicating program, facilities, and materials needs in a timely manner
- Maintain attendance, punctuality and performance standards set forth in Cranbrook's employee handbook
- Perform (and/or suggest) other duties as assigned

Requirements:

- College level studio art, art history or art education courses required (Bachelor's degree strongly preferred)
- Minimum of one year of experience teaching a variety of ages, either formal or informal preferred
- Positive experience working with children and adults in a public setting.
- Enthusiasm for the subject and an eagerness to share that enthusiasm with learners of all ages
- 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 work positively and effectively with varied constituents including the public, school personnel, students, and volunteers
- Ability to effectively convey program content and an enthusiasm for the subject, engage with learners of all ages, and respond to questions in an articulate and age-appropriate manner
- 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. This is a part-time position, working up to 20 hours per week.

For consideration, please visit the employment section of our website for instructions on completing and submitting an application, resume, and cover letter **(please note that a fully completed employment application is required for consideration)**: www.cranbrook.edu/employment