Program Assistant
Helen Day Art Center

Department: Art Education
Date: April 2021
Salary Range: $25,000-$30,000
30 Hours with the potential growth to 35
Application Instructions: Send cover letter and resume to mail@helenday.com. No calls please.

Summary of Position

Helen Day Art Center’s Education Department is committed to new and inventive art programming for youth and adults. The Program Assistant is charged with executing the Helen Day Art Center’s arts education and outreach programs in the areas of youth education, teen education, adult education and family outreach. The Program Assistant works collaboratively with the Educational Manager to implement the vision and programming strategy for the Education Department.

Primary Responsibilities

- Assists in managing Youth, Teen & Adult Education Programs and Family events including classes, workshops, and summer camps. This includes assisting in selecting topics for classes; supporting and guiding/training instructors; assisting with curricula development; reviewing curricula suggested by instructors; and evaluating results.
- With the support of the HDAC Office Administrator, process registrations as needed, maintain inventory of supplies, and manage set-up of classrooms.
- Maintains classroom organization and management of materials.
- Oversees community and family events related to education, including Steamroller Printmaking, Family Days, and Community BBQ/Open House.
- Supportive outreach efforts to Vermont youth and schools.
- Occasional assistance of Gallery exhibition installation.
- Documentation for marketing and promotion of HDAC education & outreach programs.
- Implementation of health protocol for in-person classrooms with instructors and participants.
- Instructor Support through possible Substitute Teaching responsibilities.
• Assist with classes and open studio time/scheduling in areas of concentration at HDAC such as the ceramic, glass, printmaking and woodshop art studios.

Minimum Qualifications

This job requires a two-year degree or more of higher education, or one year of administrative support, or equivalent experience.

Experience in the arts is required, specifically ceramics, printmaking, glass, and other art disciplines.

Desired Qualifications

Experience in Salesforce is preferred.

Working Conditions

Most work is done in an office environment or in a classroom. Some weekends and evening hours may be required.

Helen Day Art Center is an Equal Opportunity Employer. We do not discriminate against any job applicant or employee because of race, color, religion, gender identity, sex, national origin, sexual orientation, age, or physical or mental disability. BIPOC, veterans, and people with disabilities are encouraged to apply.