

Laumeier Sculpture Park seeks a Part-Time / Full Time Seasonal Education Program Assistant for 2012

THE EDUCATION PROGRAM ASSISTANT provides educational information to the public and various administrative details necessary to the overall operation of the education department. This position is part-time January through March (20-30 hours per week) and increases to 40 hrs per week April through August. Reports to Curator of Education.

PRIMARY RESPONSIBILITIES INCLUDE:

Processing of program registrations; maintain Access database
Train and oversee education department volunteers
Collect and compile information from program participant evaluations
Assist with art supply inventory and ordering
Set up, breakdown and organization of program and event areas
Perform related work as required

Knowledge and Abilities:

Knowledge of contemporary art and art processes preferred
Ability to organize, plan and execute detailed events
Ability to lift and move program materials
Ability to walk distances
Ability to communicate effectively both orally and in writing

REQUIREMENTS:

BA preferred. Previous customer service experience, public assistance or art education experience required. Must learn quickly, retain information well and have a positive attitude. PC, Microsoft Word and Excel required, Access experience preferred.

Applications will be accepted through January 12th or until position is filled. Interested individuals should send a cover letter and a resume including three references to:

EDUCATION PERSONNEL
LAUMEIER SCULPTURE PARK
12580 ROTT ROAD
ST. LOUIS, MO 63127