Work-Study Position in Museum Education

Title: Program Associate in Museum Education

Academic Level: Undergraduate or Graduate

Supervisor: Allison Clark, Education Manager

Department: Education

Schedule: Must be available to work a flexible schedule from June 25 through August 3. During these six weeks, you will be expected to work full-time (approx. 40 hours/week) from July 9-13 and July 23-27.

Number Available: Two positions available

Compensation: $12.00/hour

Project Overview:
Under the direction and mentorship of the Education Manager, the Program Associate in Museum Education will gain substantial experience developing, coordinating, facilitating, and evaluating intergenerational and family-oriented summer programs related to the Fowler’s permanent collection and upcoming special exhibition, Striking Iron: The Art of African Blacksmiths. The Program Associate’s primary responsibilities will be to help organize and implement the Fowler Museum’s two week-long (Monday – Friday) summer camps for children ages 6 to 12. Key activities include developing age-appropriate art projects aligned with current exhibitions; organizing, maintaining, and preparing the Fowler’s studio for summer camp activities; and assisting in the day-to-day operations of summer camp.

The summer camps are scheduled for:
Monday, July 9 through Friday, July 13, 9am – 4pm
Monday, July 23 through Friday, July 27, 9am – 4pm

Skills, Knowledge, and Abilities:
Enjoys working with Education colleagues and children (and their parents), using developmentally-appropriate language in a fast-paced environment infused with creativity, enthusiasm, and flexibility.

Prior teaching experience and coursework in art history (especially in the areas of Africa, Asia, Pacific, and the Americas) or early childhood education would be helpful, but is not required.

Prior art-making and/or Studio experience preferred, but not required.
Knowledge of additional languages (such as Spanish or Chinese) is helpful.

Working knowledge of Microsoft Word, Excel, and PowerPoint.

Pleasant, professional manner when interacting with staff and the public.

**Eligibility:**
Work-study for the summer quarter is *required*.

**Anticipated Schedule:**
This position has a flexible schedule with variable hours, depending on the Program Associate’s work-study award. This position is scheduled to work from Monday, June 25 through Friday, August 3. During this six-week period, this position is expected to work full-time (approx. 40 hours/week) during the following two weeks: Monday, July 9 – Friday, July 13; Monday, July 23 – Friday, July 27. All other weeks will have a variable schedule based on the Program Associate’s work-study award.

**Salary:**
The Program Associate will be paid $12.00/hour.

**Application Instructions and Deadline:**
For priority consideration, please submit the following materials to allisonmclark@arts.ucla.edu by **Friday, June 8**.

1. Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words).

2. Names and contact information for two professional references (teacher, professor, former employer, etc.)

3. Résumé or CV