

SITE SANTA FE

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| TITLE: | Education Assistant |
| STATUS: | Non-exempt, part time (20 hours) |
| REPORTS: | Director of Education and Curator of Public Practice and Education Manager |
| DATE: | December 2021 |

SITE Santa Fe is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws

Summary

The Education Assistant provides administrative support to the Education Department including supporting the museum's partnerships with schools and teachers, student tour logistics, and student-related events and programs. The Education Assistant is an essential part of the Education team and interfaces with other departments in the museum. The Education Assistant reports to the Director of Education and Curator of Public Practice and Education Manager.

Responsibilities:

- To assist the Education and Public Programs Department through direct work with the Director of Education and Curator of Public Practice and Education Manager.
- Assist the Education Manager, to regularly engage with classrooms and non-profit organizations in the Santa Fe, Albuquerque, and greater New Mexico area.
- Administrative support for SITE Scholars, Generate, Young Curators, OuttaSITE, IRL, including correspondence with participants, compiling participant information, and tracking participant data.
- Administrative support to the Education Manager in correspondence with teachers and coordinators. Support the Education Manager in scheduling visits and tours to the museum and, at times, facilitating off site visits.
- Support with Education related events such as SITE Scholars and Young Curators openings, Student Nites, teacher meetings, and convenings with educators.

- Assist the Education Department staff in surveys and assessments and restructuring of programs and planning.
- Assist in bi-monthly virtual tours offered to the general public, as well as facilitate specific, short format, informal, artist-led virtual tours
- To aid in covering staffing needs in the Education Department on the rare occasion that a SITE Guide is unable to work a tour or shift.
- Assist the Director of Education on administrative tasks as needed.

Qualifications:

- At least 3 years of experience working directly with K-12 students; preferably in public schools.
- Proficient in Spanish; fluent is preferred.
- Strong organizational skills, and a strong attention to detail
- Excellent interpersonal skills, and the ability to communicate well with others
- Ability to conduct research as it relates to art, artists, curriculum, demographics, touring, and education.
- Ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
- Must be a self-starter and creative problem solver.
- Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
- Embrace SITE Santa Fe's commitment to diversity, equity, inclusion and accessibility.
- A high degree of computer literacy and competency in the Google and MS Office suites.

Application instructions: Applicants should submit a resume and a cover letter to job@sitesantafe.org, with the subject line "Education Assistant".