



Firehouse Art Center - Education Intern - Paid

As a member of the Firehouse staff, you will gain meaningful paid experience with a focus on either education and/or exhibitions. Education positions will assist in the planning, preparation, and implementation of Firehouse programs and events from outreach education events to gallery based classes and camps. You may also assist in the deinstallation and installation of exhibitions. You will also gain experience in the Firehouse's operations, including staffing the front desk, maintaining historic buildings, and answering questions for self-guided experiences within the gallery.

Individuals in the position are required to perform work in a manner consistent with and exemplary of the Firehouse's VALUES.

SUPERVISION RECEIVED

Individuals work under the direct supervision of the Executive Director, who manages the summer staff to carry out assigned duties, functions, roles, and projects in both routine and complex circumstances.

SUPERVISION/LEADERSHIP EXERCISED

No supervisory responsibilities or control exercised.

SALARY: This position has a salary range of \$15-\$16 to start, based on experience

JOB DESCRIPTION

Generally, Friday-Sunday and weekdays as scheduled programs dictate; not to exceed 20 hours per week or 6 months in duration.

The education program assistant will be in charge of supply storage of craft supplies, managing Wednesday Night art classes, outreach art classes, booth crafts, and the farmers market.

The ideal candidate will have a strong passion for the arts and community building as well as be comfortable teaching art students of all ages.

Duties include, but are not limited to the following:

1. Facilitation of classroom spaces
2. In conjunction with the Executive Director, managing the classroom schedule, including scheduling instructors and communicating with instructors.
3. Manage the Farmers Market booth
 - Plan the craft schedule
 - Packaging of materials, crafts and signage for the market
 - Set up the craft (farmers market staff sets up tent and table)
 - Lead the craft with the booth volunteer
 - Pack up at the end (including packing materials for the Boulder Market) and transporting materials back to the Firehouse
 - Put materials back into supply storage.
 - Communicate and coordinate equipment and materials needs with the Executive Director.
4. Be an engaged team member to promote personal growth and development of best practices in the department
5. Respond to emails and approval requests in a timely manner.
6. Keep regular and consistent weekly hours and make the schedule available to all studio-users and administration.

5. Other Duties

- Assist Firehouse staff in the creation, implementation, and facilitation of educational programs, tours, summer camps, and outreach events
- Assist with the implementation of outreach activities including activity tables at community events, Firehouse events, and evening programming
- Assist with installation and de-installation of exhibitions

- Supervise public visitation of the gallery, including answering questions and providing retail sales assistance as needed.
- Act as a steward of the Firehouse, including opening and closing facilities in a trustworthy manner
- Participate in training and professional development as needed to successfully perform responsibilities
- Performs related work as required and assigned
- Performs research as directed, such as discovering new technology, tools, market research, programs, etc.
- May be involved in special projects that are directly or indirectly related to essential job functions
- Complete and submit accident/incident reports as necessary
- Perform minor first aid and emergency contact as necessary
- Give and receive constructive criticism and feedback
- Submit hours and an accurate time card on time and in compliance with the Firehouse's policies

Physical Requirements and Working Conditions:

- Occasionally required to lift heavy objects up to 50 lbs.
- Must be able to climb one flight of stairs regularly throughout the day.
- Must pass a criminal background check prior to employment.

Desirable Qualities:

- Experience in teaching the creative arts to a wide range of ages
- Mature attitude; ability to work autonomously in a collaborative environment.
- A strong team player with a mature attitude and ability to work autonomously in a collaborative environment.

This position will be open until filled, but we encourage applicants to submit their materials by January 15, 2024.

TYPICAL SCHEDULE:

5-8 hours a week- typically 2 hours of admin and 4 hours of hand on studio time. In the Summer, the Education Assistant may be responsible for teaching summer camps and hours will increase to 25 hours per week in that case

QUALIFICATIONS

- Must be at least 16 years old
- Interest in the arts
- Valid driver's license and access to vehicle
- High Schoolers are encouraged to apply if they are older than 16 and are comfortable working with children

Interested candidates:

Please complete this [Interest Form](#) and someone from the WBL team will contact you regarding next steps.

Candidates must have the minimum amount of work experience. Related unpaid and/or volunteer work experience may be used as qualifying work experience.

EQUAL EMPLOYMENT OPPORTUNITY: The Firehouse Art Center is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the Firehouse Art Center will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting the Executive Director at 303-651-2787. Requests should be made as early as possible to allow time to arrange the accommodation.