Job Description: Education Intern

Temporary position –part time termed position, Non Exempt

YoloArts is dedicated to cultivating and enriching lives through the arts. We accomplish this mission by supporting arts education programs, exhibitions, galleries, businesses, ranches, and public places. YoloArts connects artists with their community to create vitality, emotional and intellectual enrichment, and fun.

The Gibson House and Property serves as the county resource for the discovery of and engagement with the historic and evolving practice of regional arts and culture. The community is invited to explore a diverse arrangement of exhibitions, programs and community spaces offered on this landmark site.

The Education Intern will assist the Education Manager with the Gibson House and Property Field Trip programs and light clerical duties pertaining to YoloArts' Education department as needed.

ESSENTIAL FUNCTIONS

Specific duties include, but are not limited to, the following:

- Participate in YoloArts' Docent Training Program (3-4 days)
- Work Field Trips Tuesday-Thursday Mornings 9am-1pm
    - Assist with Set Up & Breakdown of Field Trip Activities
    - Lead Tours of House and Property & Barn Gallery
    - Lead Hands-On Historical Activities
- Communicate with Classroom Teachers, School Administrators, & Parent Volunteers
- Assist Education Manager with Clerical Duties as needed, i.e. data entry, document formatting, develop social media content, etc.

EXPERIENCE

- 2-3 years' experience working with school age children
- Experience with teaching or leading children's activities
- Access to transportation to Gibson House and Property
- Must pass TB test and background check
- Part Time Availability During School Hours: T-Th 8am-1pm, September-May

PHYSICAL REQUIREMENTS

The physical specifications outlined are those that must be met to successful perform the functions of this position.

- Must occasionally lift and move up to 50 lbs.
- Must stand and walk for long periods of time

COMPENSATION

Commensurate with experience - $12-15/hour

TO APPLY

Submit cover letter and resume to YoloArts search committee:

Email: jharris@yoloarts.org

USPS: YoloArts
P.O. Box 8250
Woodland, CA 95776

No phone calls please. The position is available immediately. There is no application deadline. The search for this position will continue until a qualified candidate is hired.