

REACH Studio Art Center

Staff and Internship Position Descriptions



⇒ **Description and Purpose of Organization:** REACH Studio Art Center is a nonprofit neighborhood space for arts education and civic engagement. REACH programs are dedicated to mentoring at-risk youth, urban revitalization, and strengthening community. REACH connects artists with local residents, brings diverse individuals and groups together, and creates an atmosphere of shared pride and creative problem solving.

Program Assistant

REACH Studio Art Center's Program Assistant:

- Works closely with REACH's Executive Director and Program Director to fully understand all scheduling and class offerings.
- Responds to class and program inquiries arriving via email, phone, website and walk-ins.
- Sends class reminders via email to parents, teachers and staff
- Regularly reviews program registration functionality on the REACH website
- Gather and summarize data for all programs as it relates to grants and reporting (potential for grant writing assistance). Ability to work with spreadsheets and Excel is required.
- Assure necessary program forms are printed timely for use (i.e. class rosters, application forms and course schedules/updates).

This is a part time position (up to 12 daytime hours M-F) with potential for growth. Pay rate is \$9.00-\$11.00 hourly, based on experience and capabilities. **Please send your resume and letter of inquiry with two references to Joy Baldwin via email to joy@REACHstudioart.org by March 14.** Interviews will occur from March 15-28 with the position beginning April 1.

Art Truck Coordinator

REACH Studio Art Center's Art Truck Coordinator:

- Participates in a preliminary training to drive the REACH Art Truck
- Works closely with REACH staff to plan 6-7 weeks of lessons performed at five sites from mid-June-July (300-500 youth, ages 6-13)
- Works closely with partnering organizations (i.e. Lansing Parks and Recreation, Boys and Girls Club) to coordinate scheduling, participate and/or lead preliminary trainings, and act as a liaison between REACH and all lead staff
- Leads volunteers, interns and partner staff/volunteers in lesson delivery
- Prepares all lesson supplies and materials, including loading and unloading the Art Truck
- Captures survey data, provides analysis and creates a final report

SKILLS NEEDED: Education, Art Ed, or Social Work majors preferred. Applicant should have excellent organizational skills and practice in some area of visual art making (whether a serious hobby, business, or major/minor at college level), but be especially interested in working with grade school aged children. This includes: good people skills: flexibility, enthusiasm, patience, interest in others, good listener; ability to impart skills to a variety of ages, through patient, clear explanation of methods and procedures; committed to and responsible for showing up when scheduled.

TIME OBLIGATION AND COMPENSATION: This is a privately contracted position for 16-20 hours weekly for eight weeks as follows: three days a week for six weeks of lessons and two additional weeks - one for preliminary lesson planning/training and the eighth week for data compilation, analysis and final reports. Art Truck Coordinator compensation will be \$320 per week or a total \$2,650 for the 2014 program. Please send your resume and letter of inquiry with two references to Joy Baldwin via email to joy@REACHstudioart.org by April 4, 2014. Interviews will occur from April 7-18 with the position beginning mid-June.

Art Truck Intern

REACH Studio Art Center's Art Truck Intern:

- Assists with lesson delivery and management of site volunteers
- Assists the Art Truck Coordinator with the load and unload of supplies and materials (both at REACH and multiple sites).
- Rides with the Art Truck Coordinator in Art Truck; assisting with travel navigation.

SKILLS NEEDED: The intern will have at least junior standing in college with excellent organizational and leadership skills. The intern understands the value of art education. The intern will also be comfortable and enthusiastic in working with children, with skills in being flexible, patient, and listening. The intern will also have the ability to impart skills to a variety of ages, through patient, clear explanation of methods and procedures; and is capable of performing a variety of responsibilities concurrently. The intern will be committed to and responsible for showing up when scheduled and embracing REACH's mission and core values. Art Ed, Education, or Social Work majors are encouraged to apply.

TIME OBLIGATION AND COMPENSATION: This internship is for six weeks, three days a week (two 6 hour days with an hour lunch and one 3 hour day) from mid-June through July. Pay for this internship is \$160 per week. This position may be combined with the Art Truck Nutrition Educator position listed below. Please send your resume and letter of inquiry to Joy Baldwin via email to joy@REACHstudioart.org by April 4, 2014. Interviews will occur from April 7-18 with the position beginning mid-June.

Art Truck Nutrition Educator Intern

REACH Studio Art Center's Art Nutrition Educator Intern (may be combined with Art Truck Intern above):

- Travels to each site to deliver a prepared healthy food sample, perform a group exercise and a developed nutrition education lesson with each of 5 Art Truck sites (20 minutes lesson delivery per site). ***Unless combined with Art Truck Intern position
- Negotiate food prep assistance times each week with Art of Food Coordinator
- Administers and collects food sample and fitness survey with each youth and provides surveys to REACH Art of Food staff for compilation.
- Works closely with Art Truck Coordinator on scheduling lesson dates and times.

SKILLS NEEDED: The intern will possess a passion for nutritious food and knowledge of USDA food pyramid and physical activity requirements. The intern will also be comfortable and enthusiastic in working with children, with skills in being flexible, patient, and listening. The intern will also have the ability to impart skills to a variety of ages, through patient, clear explanation of methods and procedures; and is capable of performing a variety of responsibilities concurrently. The intern will be

committed to and responsible for showing up when scheduled and embracing REACH's mission and core values.

TIME OBLIGATION AND COMPENSATION: This internship is for six weeks, three days a week with the 20 minute lesson occurring at the beginning and end of the day (10am and 2:30pm) at each site from mid-June through July. 2-4 hours of food prep is required each week; times and dates are negotiable with the Art of Food Coordinator. The maximum pay for this internship is \$100 per week for 7 weeks, with one week of orientation/prep. This position may be combined with Art Truck Intern position listed above. **Please send your resume and letter of inquiry with two references to Joy Baldwin via email to joy@REACHstudioart.org by April 4, 2014. Interviews will occur from April 7-18 with the position beginning mid-June.**

Summer Camp Intern

REACH Studio Art Center's Summer Camp Intern:

- Prepares art materials as requested by lead teacher
- Assists the lead art teacher by helping children who are struggling with tasks to focus or redirect.
- Arrives at REACH one half hour before start of session to set up and familiarize self with activity and get any direction from lead teacher.
- Sees that clean up (put away supplies, clean up spills, etc.) is taken care of before leaving.
- Tracks attendance and follow up with any necessary contacts to parents or guardians
- Supervises children during snack and, if applicable, lunch time.

SKILLS NEEDED: The intern will have at least junior standing in college with excellent organizational and leadership skills. The intern understands the value of art education. The intern will also be comfortable and enthusiastic in working with children, with skills in being flexible, patient, and listening. The intern will also have the ability to impart skills to a variety of ages, through patient, clear explanation of methods and procedures; and is capable of performing a variety of responsibilities concurrently. The intern will be committed to and responsible for showing up when scheduled and embracing REACH's mission and core values. Art Ed, Education, or Social Work majors are encouraged to apply.

TIME OBLIGATION AND COMPENSATION: Summer Camps run from 9:00am-4:00pm Monday through Friday from mid-June through August with a maximum stipend of \$300 per week. **Please send your resume and letter of inquiry to Joy Baldwin via email to joy@REACHstudioart.org by April 4, 2014. Interviews will occur from April 7-18 with the position beginning mid-June.**

REACH STUDIO ART CENTER provides equal employment opportunities to all eligible persons without regard to race, creed, religion, national origin, gender, sexual orientation, marital status, parental status, handicap, political affiliation, height, or weight.

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