Position Title: Education Assistant
Department: Education
Reports to: Director of Education
Position Classification: Regular, Part-time, Non-Exempt

About the Queens Museum:

The Queens Museum is dedicated to presenting the highest quality visual arts and educational programming for people in the New York metropolitan area, and particularly for the residents of Queens, a uniquely diverse, ethnic, cultural, and international community.

The Museum fulfills its mission by designing and providing art exhibitions, public programs and educational experiences that promote the appreciation and enjoyment of art, support the creative efforts of artists, and enhance the quality of life through interpreting, collecting, and exhibiting art, architecture, and design.

Position Description:

The Education Assistant supports the administration of the education department and the museum’s engagement including public and private in-school and school-based programs, exhibition-based tours and workshops at the museum and in-school and afterschool art residencies for K-12 general education students and self-contained classes; college tours; and adult tours.

Essential Functions:

- Works closely with the Education Coordinator to book and process group tours at the Queens Museum; track attendance
- Invoice tour groups, track and process payments; track gross tour revenue
- Enter data in e-requisition system for purchases
- Assist with management of studio workshop spaces
- Partner with school administrators, teaching artists, and other QM staff to coordinate school programs
- Work with program coordinators to schedule teaching artists.
- Order supplies for the department
- Order and schedule buses for residency-based field trips
- Support with the maintenance of an inventory of workshop materials.
- Lead onsite tours and workshops, as needed
• Assist in the documentation of learning experiences and programs (as needed)
• Coordinate intern daily schedule, as needed
• Attend weekly staff meetings and provide input on progress and to troubleshoot challenges
• Screen calls and handles general inquiries to the education department
• Other duties as needed for the success of the program

While this list of duties may represent the primary duties required of this role, this list does not constitute a complete or exhaustive list and is subject to change.

Qualifications:

• Bachelor’s degree art/museum education, or other related fields or its equivalent
• Excellent computer skills, knowledge of with database management, a plus
• Excellent communication and writing skills
• Must be personable, flexible, and skilled at managing multiple projects simultaneously
• Must be able to work in a team and to collaborative effectively as well as work independently when appropriate
• Solid organizational and project management skills
• Detail-oriented, with ability to prioritize and manage time accordingly
• Knowledge and appreciation of artwork preferred
• Available to work some weekends and some evenings as needed

How to apply:

Please send by email a cover letter and resume to hr@queensmuseum.org