

CONTEMPORARY★

Museum Educator: Student Programs (Part-Time)

Since 1986, nonprofit Contemporary at Blue Star has offered innovative contemporary exhibitions and art education programs that inspire conversation, promote cultural understanding and connection, and give a voice to artists. We seek a part-time Museum Educator: Student Programs to welcome the visiting public, engage audience members of all ages and backgrounds through art education initiatives, and encourage support of the Contemporary's many exhibitions, education, and outreach efforts. The Museum Educator is one of the public faces of the Contemporary and ensures a welcoming environment for approximately 30,000 annual visitors to the galleries, public programs, and events.

This Museum Educator role supports the Contemporary's community outreach and works as a valuable member of the Education Department to support the Contemporary's in-school and after-school arts education programs including the MOSAIC Student Artist Program and Creative Classrooms. The Museum Educator reports to the Education and Public Programs Manager and works collaboratively with the entire staff.

Principle Duties and Responsibilities

- Greets all museum visitors and staffs the admissions desk, processes art and merchandise sales, and recruits museum members. Answers and directs phone calls and responds to general questions about the Contemporary, its exhibitions, and public offerings. Collects participant feedback, and enforces museum safety and visitor guidelines.
- Welcomes and orients visitors to our space and provides helpful information about current and upcoming exhibitions, public programs, special events, educational programs, museum mission, and the greater San Antonio contemporary art community.
- As a member of the Education Department, processes and maintains MOSAIC Student Artist Program and Creative Classrooms records (for example, teaching artist documents and lesson plans, program applications, student records, partner school MOUs, and recruiting materials) as well as purchases and maintains needed art materials.
- Actively participates in school or community presentations and workshops, recruiting events, tours, and other public-facing engagements or meetings to promote museum programming and encourage partnerships.
- Provides general administrative assistance and helps with other duties, as assigned.

Specific Qualifications

- Demonstrate a dedication to a culture of care for the organization, our facility, the artworks on view, and to our community of artists, visitors, program participants, and students
- Must have the ability to provide excellent service to a diverse customer base, making everyone feel welcome, while being friendly, cheerful, and assertive
- Possess excellent communication skills, verbal and written. Multi-lingual, highly preferred
- Must be able to represent the Contemporary with a high level of integrity and professionalism, adhere to organization policies, and uphold the Contemporary's core values
- Demonstrate excellent organizational and task management skills
- Must be able to sit and/or stand for long periods of time (up to 4 hours at a time) and able to lift up to 30 lbs.
- Maintain attention to detail and have the ability to stay alert for long periods of time in a quiet environment
- Demonstrate punctuality, dependability, flexibility, and adaptability in a dynamic event-driven environment
- Possess prior experience in payment management, including cash and credit card processing
- Demonstrate knowledge of standard computer operation and Mac OS/iOS applications and programs, including Dropbox, Office 365, Square, and Adobe Creative Suite and experience operating general AV technology used in the galleries, such as televisions, media players, and projectors
- Demonstrate an interest and familiarity with contemporary art and artists
- Prior experience working in a gallery or museum, and facilitating tours, is preferred

Additional Information

This is an hourly position requiring availability for weekend, evening, and holiday shifts while exhibitions are on view and open to the public, approximately 15 – 20 hours a week at the rate of \$20/hr, with potentially fewer hours during exhibition turnovers. Part-time employees also earn paid time off (PTO).

The Museum Educator: Student Programs position is non-exempt from the Fair Labor Standard Act and will receive overtime pay for all hours worked in excess of 40 in a 7-day work week. The Contemporary is proud to be an equal opportunity workplace. Applicants are evaluated according to their experience, talent, and qualifications for the job, without regard to race, religion, color, national origin, ancestry, marital status, gender identification, gender expression, sex, sexual orientation, political affiliation, age if forty (40) or over, genetic information, veteran status, disability status, or any other characteristic protected by law.

About Contemporary at Blue Star

For 40 years, Contemporary at Blue Star has presented exhibitions and education programs with artists from San Antonio and around the world sharing their global perspectives that encourage understanding, empathy, change, and action. Like most non-collecting contemporary art spaces, the Contemporary contributes fresh insight and perspective on larger issues affecting society and culture by highlighting trends, movements, and conversations happening in art.

The Contemporary is San Antonio's first and only W.A.G.E.-certified organization, committed to transparent and equitable payments to artists for their creative contributions to our exhibitions and education outreach programs. Through our commitment to artists with a social practice, tuition-free youth arts education programs, and community-centric fundraising, the Contemporary is dedicated to equity and social justice in all our endeavors.

CORE VALUES: Contemporary at Blue Star is a forward-thinking, inclusive, and artist-centric organization, with a focus on education through the lens of contemporary art and a commitment to surprising our visitors and exceeding their expectations.

MISSION: Contemporary at Blue Star inspires the creative genius in us all by nurturing artists through innovative contemporary art.

Application Guidelines

Applicants should submit a PDF package to include a thoughtful cover letter and a current CV/resume to juan@contemporarysa.org

Applicants that move forward in the interview process will be asked to share the contact information for three references. The successful applicant will be subject to a background check.

We recognize that not all candidates will meet 100% of the qualifications for this role. We encourage you to apply to this role if you feel you meet more than 60% of its requirements. Candidates who need to apply through alternate methods may contact Juan Zavala Castro at the email address above or at (210) 227-6960 to make arrangements. Incomplete applications or those submitted through other channels will not be reviewed.

The position will remain open until filled.