

## **Assistant Manager of The Manes Art Education Center**

**Part Time: Flexible schedule between 8:30 am – 4:30 pm, Tuesday through Saturday (Some evening and weekend hours) - Saturdays are required from September to June with some exceptions for holidays.**

**Pay: \$18 - \$20 per hour**

**Location: The Manes Art Education Center at Nassau County Museum of Art**

Nassau County Museum of Art is seeking an Assistant Manager of The Manes Art Education Center, a fine artmaking space on the Museum's grounds for participants of varying ages and abilities. The right candidate must have a background in Visual Art or Art Education and be able to handle a wide range of assignments and is willing to be flexible in their responsibilities. New York candidates familiar with Long Island and 1 to 3 years of art administration, clerical or retail experience, or working for a non-profit organization is preferred. This position reports directly to the Director of The Manes Art Education Center at Nassau County Museum of Art.

### **Responsibilities include:**

#### **Art Class Programming and Management**

- Weekly and weekend art class and workshop programming, facilitation, and supervision
- Provides support to the center's Director, Teaching Artists, and Museum's education staff
- Organizes schedule of art classes and enters art classes into program managing software and office calendar
- Oversees hands-on family artmaking programs and children's after school and summer programs
- Assists with marketing of all art classes and programs including updating art class and workshop brochures and digital media ads
- Greets visitors and program participants
- Provides support and communicates, in-person, on the phone or through email correspondence with prospective and current program attendees
- Assists children and adult caregivers with art projects during family artmaking programs
- Takes photos and videos of classes and programs for marketing and advertising
- Oversees and assigns tasks to interns and volunteers
- Orders art and studio supplies and manages inventory

#### **Art Studio Support and Maintenance**

- General cleaning and maintenance of the center and assisting with set-up and clean-up for events and programs
- Assists art instructors with set-up or clean-up of art classes and programs including moving and setting-up of chairs, tables, easels, and other art studio furnishings and equipment
- Organizes art supplies and general maintenance of art studios including light sweeping and wiping surfaces
- Unpacks deliveries and collapses boxes
- Maintains organization and cleanliness of art reference library

#### **Administrative Duties**

- Office organization, including cleaning and filing
- Answers telephone calls, greets visitors and program attendees
- Corresponds with class participants and teaching artists
- Processes registration for program and class attendees

- Assembling brochures and pamphlets
- Helps to create digital media flyers and eblasts
- Orders and helps to maintain office supplies
- Takes on special projects as assigned

**Qualifications & Skills Required:**

- BFA, MFA or BA, MA in art education or art history is preferred
- Proficiency of Microsoft Office including Outlook and working knowledge of database and spreadsheet programs, presentation software, Canva and social media
- Knowledge of Blackbaud Altru a plus
- Must be comfortable with recent technologies that allow for efficient office operations
- Ability to make public presentations when required
- Excellent time management skills and ability to prioritize
- High attention to detail and ability to multitask
- Strong written and verbal communication skills
- Strong interpersonal skills and ability to work effectively with program attendees of all ages and abilities
- Commitment to working with children and families and experience working with a diverse audience
- Must have a good sense of humor

**Typical Physical and Social Requirements:**

- Requires the ability to operate general office equipment and move various chairs, tables, boxes, and art supplies weighing approximately 50 lbs.
- Must exhibit strong people skills and be comfortable interacting with the public
- While much of the work is performed inside, some outdoor work is required during various programs
- Requires the ability to communicate verbally and in writing with management, staff, and the public

We value a diverse workforce and an inclusive culture. NCMA encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

Please email a PDF attachment of both your cover letter and resume to [rhussein@nassaumuseum.org](mailto:rhussein@nassaumuseum.org)

No phone inquiries