



Job Title: Creative Making & Learning Assistant

Reports To: Director of Theatre & Creative Learning

Supervises: Teaching Artists/Visitor Experience Associates working in *The Prop Shop*

Details: part-time position, \$10/hour, 20 hours/week with weekends, some evenings and holidays

Schedule Flexible, but preferred WEDNESDAY - SUNDAY afternoons

ABOUT KALEIDEUM

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. The mission of the Museum is: Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery. As a merged entity, we are able to expand our museum's commitment to developing exhibits and programming that combine the best features of both - fusing STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. We want to help prepare early learners for school and spark all children's imaginations and their desire to learn more.

Position Summary: This position is primarily responsible for facilitating making experiences and programs in the Museum. Creative Making & Learning Assistant works with the Director of Theatre & Creative Learning, Teaching Artists, and Visitor Experience Associates to develop, plan, and lead creative making experiences with children, families, and other Museum audiences.

- Prepares and organizes materials for creative making & learning programming.
- Collaborates with the Director of Theatre & Creative Learning, Teaching Artists, and Visitor Experience Associates to plan maker activities.
- Facilitates programming and/or trains and recruits volunteers and staff to lead programs.
- *This position requires experience and interest in working with children and families, a history of participation in making/creative arts, teamwork, and administrative organizational skills.*

Primary Duties and Responsibilities:

- Facilitates and creates creative making and learning experiences under the supervision of the Director of Theatre & Creative Learning.
- Assists in the inventory, organization, and preparation of supplies and materials for The Prop Shop under the supervision of the Director of Theatre & Creative Learning.
- Collaborates and communicates with Teaching Artists, Visitor Experience Associates, interns, and volunteers working in The Prop Shop.
- Documents and assists in the evaluation of creative making and learning in the museum under the supervision of the Director of Theatre & Creative Learning.
- Assists with research, development, preparation, and monitoring of grants to support The Prop Shop and related programs and projects.
- Assists in marketing and advertising campaigns with the Marketing Department to promote The Prop Shop and other related programs.
- Monitors the need for repairs or maintenance for the exhibit.
- Follows appropriate safety and security procedures and uses equipment and materials properly.
- Manages any problems that occur on the Museum floor (i.e. broken exhibits, disgruntled visitors, child injury, etc.).
- Participates in all staff meetings, understands and stays current with exhibit and programming

initiatives, and communicates information in a timely, appropriate manner.

Knowledge, Skills, Ability:

- Ability to communicate and assist visitors in the iterative design and art-making process.
- Ability to use and assist visitors in the use of diverse materials and tools for making.
- Experience working with children and/or families with diverse needs and backgrounds in formal and/or informal learning environments
- Experience working with children and/or families in design or art processes preferred.
- Personal interest and background in making and/or the arts.
- Administrative experience (record keeping, project management, personnel management) preferred.
- Ability to communicate and assist visitors in theater arts, puppetry, set design, and/or storytelling.
- Ability to communicate with the public including Museum guests, teachers, parents/caregivers, and donors, in a courteous and professional manner.
- Problem solving and conflict resolution.
- Ability to work independently in cooperation with the Director of Theatre & Creative Learning.
- Communicate effectively with all Museum departments.
- Ability to speak Spanish preferable, but not required.
- Confidentiality, professionalism, patience and flexibility.
- Must be available to work some evenings, weekends, and holidays as needed.

Qualifications:

Education

Bachelor's degree in appropriate field (e.g. fine art, engineering, education, design, industrial design, interactive media design, theater etc.) preferred.

Experience

Must have 1-3 years experience in an educational setting working with children birth through 8. Previous experience in a museum or other non-profit and experience with the NC Standard Course of Study a plus.

Essential Physical Functions:

On any given day, may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting, pulling or sitting on the floor. Must have the ability to obtain CPR and First Aid certifications.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a resume and a museum application to bramsey@kaleideum.org.