

# Teen Programs Educator

**Reports to:** Education Manager

**Department:** Education

**Classification:** Temporary, Part-time, Non-Exempt, 15-20 hours weekly

**Compensation:** \$20-22 Hourly

## Scope of Position

This position is responsible for planning, designing, and facilitating programs and resources focused on youth audiences between the ages of 13-19. The individual will collaborate with the Teen Arts Council in conceptualizing and implementing workshops, programs and collaborating with community partner organizations that serve youth.

## DUTIES

- Lead the Teen Arts Council program; including assisting with curriculum/program development, facilitating/planning meetings, workshops, opportunities, and the annual exhibition *20 Under 20*.
- Work with BAM Teen Docent committee to plan and implement the Teen Docent Program.
- Assist with record keeping for teen program records and budgets.
- Regularly engage in reflection and evaluation related to youth programs.
- With the Education Team, cultivate and build meaningful partnerships with community stakeholders including schools, artists, and youth-serving organizations to sustain audience and program development.
- Assist with Gage Academy of Art's Teen Art Studio program; serve as a liaison between the museum, Gage Teaching Artists, and students.
- Ensure museum protocols and procedures are followed in reserving dates and spaces, requesting tech and AV support, and other cross-departmental functions.
- Work collaboratively with Teen Arts Council and BAM's marketing team in the drafting and editing of youth-related marketing.
- Assist in maintaining classroom on the 3<sup>rd</sup> floor so that it operates efficiently, is sufficiently supplied, and is clean and hazard-free to support programming at the Museum.

## QUALIFICATIONS & SKILLS

- One to two years' direct experience working with youth audiences, preferably in an arts education or community engagement facilitation.
- Friendly, open attitude and passion for working with teens.
- Ability to work independently and collaboratively with staff and students.
- Strong organizational, planning, and time-managements skills.
- Flexibility and problem-solving skills.
- Excellent oral and written communication skills.
- Clearance of criminal background check.
- Proficiency in Microsoft Office 360, Zoom, and Discord.

## **ADDITIONAL SKILLS**

- Bilingual fluency in English and another language.
- Working towards Associate's or Bachelor's degree in education, studio art, craft, or design, art history, or related field desired (or equivalent experience).
- Experience working with middle school or high school students with various abilities.

## **To Apply**

To apply: please send cover letter and resume with the subject line, "Teen Programs Educator," to [hr@bellevuearts.org](mailto:hr@bellevuearts.org). Preference given to candidates who apply by August 20, 2022. Applicants will receive an automated response. Candidates whose qualifications and background are of interest will be contacted directly.

*Bellevue Arts Museum provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Bellevue Arts Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

For further information about the Museum, visit [bellevuearts.org](http://bellevuearts.org)