



MONTCLAIR ART MUSEUM

3 South Mountain Ave.
Montclair, NJ 07042
973-746-5555
montclairartmuseum.org

POSITION DESCRIPTION

POSITION TITLE:	SummerART Assistant
DEPARTMENT:	Vance Wall Art Education Center
SUPERVISOR:	Assistant Director of Youth and Family Programs
DIRECT REPORTS:	none
LAST REVISION DATE:	April 2021

The Montclair Art Museum is conducting a search for a SummerART Assistant, a temporary full-time position providing support for the Museum’s SummerART camp program.

The Museum seeks outgoing, team-oriented, and flexible candidates with a can-do work ethic and a strong belief in the personal and social impact that the arts and arts education can have on all audiences in contemporary society.

Principal Responsibilities:

- Provide excellent customer service to parents, campers and the public in any matters related to SummerART Camp
- Assist instructors and administrators with daily camp set up, including preparing camper badges, t-shirt distribution, and check-in station
- Facilitate camper check-in and daily health check screening: temperature taking and symptom checking, ensure all health and safety forms are completed, with accurate record keeping
- Provide support to teachers by assisting students with art projects and help facilitate a positive learning environment, responding to special needs and intervening in behavioral issues and as needed.
- Oversee recess and lunch, organizing socially distant activities and games
- Monitor campers for correct mask-wearing, social distancing, and other safety procedures during recess, check-in and out, and other transition periods.
- Monitor Epi-pens and administer them, if needed.
- Administer minor First Aid for cuts, burns, insect bites, head bumps, etc., contacting parents and determining next steps when needed.

- Contacting parents if a camper becomes ill or displays Covid symptoms, determine plan for pick up, isolating camper until they are released to parents.
- Communicate with SummerART team about camper health, behavior, and/or learning issues.
- Provide support to Assistant Director of Youth and Family Programs, Education Studios and Exhibitions Coordinator and Director of VWAEC as needed.

Experience:

- Has experience and enjoys working with children in a camp or classroom setting. Prior camp counseling experience preferred.
- Ability to work independently and problem solve, handle conflicts with maturity, and work in a fast-paced, demanding environment.
- Studio Art experience required. Degree in art education or similar field preferred.
- Has experience working in an office setting, with excellent organizational and computer skills, including Microsoft Word, Excel and Outlook.
- EpiPen/CPR certified.

Hours:

Full-time, Monday-Friday, 8 a.m. – 4 p.m., June 21 – August 20, 2021.

Applications:

Please submit a persuasive cover letter and resume with a list of references to EducationPositions@montclairartmuseum.org, subject: **SummerART Assistant**. No phone calls please.

The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.