



Position Announcement/Description

**Midland Center for the Arts
Midland, MI**

Position Title: Lead Center Educator
Supervisor: Youth & Public Program Manager
Classification: Part Time/ Up to 29 hours per week on average
Compensation: \$15 per hour

About Midland Center for the Arts

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

POSITION CONCEPT:

Under the direction of the Youth and Public Programs Manager, the Lead Educator will be responsible for supply purchasing and preparation of materials for public programs, youth classes, and camps at the Center. In addition, this role will serve as a team leader and coordinator for Center Educators, assisting with training new team members and acting as a point person for logistical and supply kit needs for classes and programs.

DUTIES AND RESPONSIBILITIES:

The duties of this position include, but are not limited to:

Administrative Duties

- Required attendance at meetings and trainings.
- Assist the Youth and Public Programs Manager with supply inventory, organization of storage spaces, and supply purchasing.
- Prepare and organize supplies for Center education programs, with the assistance of Center Educators, including:
 - Early Childhood Workshops

- Studio Saturday Workshops
- STEM Explorer Workshops
- Family Discovery Days
- Spark!Lab Exhibit
- Public Outreach Events
- Special Events
- Assist in logistics, coordination, and management of the Summer Camp program.
- Maintain a rotation of Spark!Lab activities, assisting in scheduling, activity creation, and setup.
- Provide curriculum and activity development support to the Youth and Public Programs Manager and the School & Outreach Coordinator.
- Other duties as assigned.

Center Educator Duties

- Maintain a working knowledge of all current exhibits and program offerings.
- Assist in training new Center Educators in museum docent responsibilities, school tours, and workshop procedures.
- Provide staffing support as needed for museum events, school tours, and other department programs.
- Communicate needs of the education staff to the Youth and Public Programs Manager and School and Outreach Coordinator.
- Display professionalism and a positive attitude in all dealings with the public.
- Ensure the safety of all patrons as well as the museum exhibits, classrooms and facilities. Report any issues to Director of Education and Facilities.
- Uphold the Center mission by engaging visitors in educational activities through science and art.

PREFERRED KNOWLEDGE AND EXPERIENCE:

Qualifications:

- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference
- Must be a professional, reliable, motivated team player with strong interpersonal and organizational skills.
- Work under pressure in a fast-paced environment, able to prioritize multiple tasks and demands and seek supervisory assistance as appropriate or needed to ensure safety
- Must have ability to interact with diverse audiences and age groups to help facilitate outreaches and school/ group programming\
- **All staff, volunteers, and interns must be fully vaccinated against covid-19. Proof will be required prior to hire.**

Education and Experience Requirements:

- Bachelors degree (completed or in progress) in art, education, history, or science preferred
- High school diploma required
- 1 year of experience working with youth and family education in a formal or informal setting

SPECIAL CONDITIONS OF EMPLOYMENT

- This position requires the ability to work a variable schedule, including evenings and weekends.
- Must be able to lift and carry 30 lbs.
- Must be able to stand for extended periods of time.
- Must be able to move easily up and down stairs.

APPLICATION INFORMATION

Email Cover Letter and Resumé to:

Nicole Urse
Human Resources Manager
Email: HR@midlandcenter.org

Deadline: Open until Filled