



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

Saturday Art Explorers – Part Time Visual Arts Instructor

Bethesda-based arts organization seeks Part Time Visual Arts Instructors. We are looking for enthusiastic and creative instructors to lead visual arts programs for children and families. The ideal candidates will have experience working with children and adults in visual arts classes for ages 10 and under.

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site in Montgomery County. Glen Echo Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer.

Reports to Education Program Staff. Office location: Arcade Building, 7300 MacArthur Blvd. Glen Echo, MD.

Key Responsibilities: Providing multidisciplinary visual arts programs for children 10 and under and families for **Saturday Art Explorers drop-in parent/child programs.**

Program Management & Instruction:

- Saturday Art Explorers:
 - o Lead visual arts activities for children and families for the Saturday Art Explorers program. Program is drop-in only for children and parents, ages 10 and under.
 - o Public program hours are Saturdays, 10am to 1pm; shifts run approximately 9:30am to 1:30pm.
 - o Set up materials and support for programs, transition classroom space and return classroom to original condition at the end of the program.
 - o Receive and monitor drop-in fees and maintain accurate attendance lists.
 - o Provide information to the public about Glen Echo Park programs.

General Expectations:

- Be on-time and consistent in reporting to work during hours listed below
- Behave professionally and courteously at all times
- Maintain a professional demeanor
- Act as an excellent representative of the Partnership

Hours:

- Part-time position, FSLA non-exempt.
- Saturday morning, 9:30am – 1:30pm; Program is offered 10am to 1pm with a half hour of set up and clean up time. Instructors must be available for a minimum two dates per month.

Salary: Compensation is at a per hour rate and is commensurate with experience.

Physical and other requirements: Must be able to provide own transportation, including during hours when public transportation is not operating; lift and move up to 25 pounds and walk throughout the Park for program support.

Candidate Requirements:

- Must be 18 or older (16-17 with work permit) and speak verbal English fluently to engage patrons.
- Applicants must have experience in visual arts activities and working with children ages 10 and under.
- Ability to work independently; excellent organizational and communication skills
- Ability to supervise up to 10 children at one time (with some adult/parent support)
- Upon hire, instructors will be fingerprinted and undergo a background check

To Apply: With “Saturday Art Explorers” in the subject line, please send resume and cover letter to: gepjobs@yahoo.com. By mail, send to GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812.

The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.