



Midland Center for the Arts Position Available

Position Title: Education Summer Program Assistant

Group/Department: Education

Supervisor: Education and Studio School Manager

Duties: See Position Description

Classification: Temporary Part Time

Hours: 8 hours/day; 15 Week employment period May-August

Wage: \$10/hour

Qualifications: Enrolled in or recent graduate of a teacher education, arts education, or arts related program at a college or university; Competence in Microsoft Office programs; Works independently; Excellent Communication and Customer Service skills; Previous database and summer camp experience helpful.

Application: Email cover letter and resume to:
siegmond@midlandcenter.org
Tina Siegmund
HR, Payroll & Benefits Manager

Deadline: First round of applications will be reviewed beginning March 1, 2018.



Midland Center for the Arts Position Description

General Purpose of Position:

Under the supervision of the Education and Studio School Manager and in concert with the Midland Center for the Arts education staff, the incumbent is responsible for assisting with summer educational programs and other projects as needed.

Principal Duties and Responsibilities:

1. Coordinate sign-in and sign-out of students for summer camps/class sessions
2. Supervise students during lunchtimes and develop lunchtime activities
3. Assist with select camps needing additional adult supervision/coordination
4. Supply acquisition for summer camps/classes
5. Preparation of summer camp student certificates
6. Promote MCFTA summer camps at appropriate events
7. Assist in preparation of summer camp classrooms and inventory
8. Assist with curriculum documentation as needed
9. Assist with preparation of materials for upcoming programs as needed
10. Assist with other educational opportunities, special events or projects as time allows. (These will be developed based upon individual candidates background & interests)