

The Community House  
Job Description

Position Title: Art Studio Assistant

Basic Function: Art Studio Assistant is a seasonal role (over the course of school year) assisting participants and staff in class activities for our Saturday morning-afternoon art classes when in session. Art Studio Assistant will provide limited supervision for registrants and support Arts Program Director and/or Art Class Instructor in all aspects of program implementation.

Responsibilities:

Reporting to the Art Class Instructor and Arts Program Director, Assistant will:

- Comply with agency policies and procedures
- Maintain a safe environment for participants
- Assume a supporting role in the preparation, implementation and cleanup of program activities
- Supervise and assist participants and enforce program rules
- Maintain an open line of communication with Arts Program Director and/or Art Class Instructors
- Appropriately communicate with participants and parents
- Identify safety concerns to Arts Program Director and/or Arts Class Instructors
- Provides a good working relationship with staff
- Perform other duties as assigned

Minimum Qualifications: Art Studio Assistant will support, supervise and maintain the safety for children ages 5-12 years old.

Special Requirements: Candidates should have demonstrated experience and interest in visual or performing arts. Experience working with children or babysitting preferred. Experience working with special needs children is helpful. Ability to lift 15 pounds also helpful.

Compensation: \$14/hr

To Apply: Send e-mail of interest and resume of art and work experience (if applicable) by October 16<sup>th</sup>, 2023 to Jimmy McDermott, LyArts Director: [jmcdermott@thecommunityhouse.org](mailto:jmcdermott@thecommunityhouse.org)