

## Lehigh University Art Galleries

### **Museum Experience and Education Assistant**

Lehigh University Art Galleries (LUAG) seeks a hardworking and responsible Museum Experience and Education Assistant to join our team. This part-time, hourly wage position plays a vital role in ensuring welcoming, inclusive, and engaging experiences for all visitors, from university students and faculty to local schools, families, and community groups. The Museum Experience and Education Assistant works with the LUAG Education and Visitor Services staff to coordinate and implement education and interpretation programs for the campus and community. They will have the opportunity to interact with diverse audiences, assist with exhibition-related/curriculum-based art projects for various age groups, collaborate with teaching artists, and more.

**The Museum Experience and Education Assistant** assists with administrative tasks and helps staff to implement a range of programs on weekdays, weekends, and evenings. They should be friendly, energetic, highly motivated, and creative, and have a positive, enthusiastic attitude towards interacting with learners of all ages.

Hours: Average 17 hours per week, flexibility to attend evening and Saturday events, required availability on Tuesdays 4:00 - 7:15 PM, Fridays, 9:00 AM - 5:15 PM, and Saturdays, 10:45 AM - 4:15 PM

Location: LUAG Main Galleries (inside Zoellner Arts Center)

Museum Education staff perform a combination of research, writing, event staffing, and administrative duties, which may include:

- Greet and engage visitors in the galleries; provide information about exhibitions, programs, and accessibility resources.
- Assist in facilitating self-guided and guided group visits, including university courses, K–12 groups, and community organizations.
- Monitor visitor feedback and help evaluate visitor experience and educational impact.
- Assist with the setup, facilitation, and cleanup of educational programs and hands-on art-making workshops for all ages.

- Assist with the preparation of teaching materials and visual aids for tours, public programs, and special events.
- Assist with and develop resources for the LUAG website and exhibition pages.
- Assist with other duties as needed.
- Occasional attendance at weekly LUAG and ZAC meetings (as needed)
- Research art objects and artists within the Art Galleries' Permanent Collection and rotating exhibitions.
- Provide support for special projects, such as community art initiatives, family festivals, or student-led programs.
- Coordinating desk schedules with student staff.
- Provide occasional front desk coverage as needed.

#### Qualifications:

- Availability to work evenings and weekends, depending on program needs.
- A High School diploma or GED is preferred.
- 6 months working or volunteering in a highly customer-oriented service environment and/or education-focused position required, 1 year preferred
- Must demonstrate good interpersonal and communication skills and have demonstrated experience working with a diverse population
- Superior attention to detail is required
- Displays a courteous and friendly demeanor; demonstrated experience directing and assisting guests
- Demonstrated experience using computers
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job
- Excellent problem-solving and customer service skills
- Experience and proficiency in Microsoft Office, Google Suite (experience in Adobe Creative Suite or other design programs are a plus)
- Ability to work both collaboratively and independently in a dynamic team environment, multitask, and adhere to deadlines.

- Reliable transportation to and from work
- Bilingual ((Spanish, Mandarin, or Arabic) is a plus, but not required
- Teaching experience encouraged but not required.

#### ADDITIONAL QUALIFICATIONS

- This is a flexible 0-25 hour workweek position and requires being available to work weekdays, evenings, weekends, and holidays with an average of 17 hours per week. Hours during Summer and Winter break may vary or decrease.
- Previous museum or community center experience, graphic design skills, and additional language skills (Spanish, Mandarin, or Arabic) are a plus.
- Lehigh University Art Galleries is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, national origin, disability, veteran's status, sexual orientation, or gender identity/expression.