



Position Announcement/Description

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

Position Title: Youth & Public Program Assistant
Supervisor: School & Public Program Manager
Classification: Part Time/ Up to 29 hours per week
Last Updated: March 5, 2020

About Midland Center for the Arts

The 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.

POSITION CONCEPT: Under the direction of the School & Public Program Manager, the Youth & Public Program Assistant will be responsible for the preparation and implementation of all public programs and youth classes and camps at the Center at Heritage Park.

DUTIES AND RESPONSIBILITIES:

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

- Maintain a comprehensive listing of public program activities for the Center in order to promote and sell activities, serve as a point of contact internally and externally for the program.
- Purchase and prepare supplies for youth and public programs, including:
 - Family Discovery Days- including STEM events
 - Studio Saturday Workshops
 - Spring and Summer Camps
 - Members Events
 - Special Events
 - Pre-show Activities
 - Homeschool and Young Explorer Workshops
 - Heritage Park Weekends
- Assist with event-day setups as needed.
- Assist School & Public Program Manager in the training, scheduling, and support of youth and public program volunteers.
- Assist in the development of activity plans, table top signs, and supplemental materials for public programs and classes
- Assist in logistics, coordination and management of Summer Camp program
- Assist in activity schedules and setup for Spark!Lab
- Staff Spark!Lab 1-4 days per week as needed.
- Additional duties as assigned

PREFERRED KNOWLEDGE AND EXPERIENCE:

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

- Bachelors degree (completed or in progress) in art, education, history, or science preferred
- High school diploma required
- Experience in an educational or event setting, implementing youth and public programs in an informal or formal education setting

SPECIAL CONDITIONS OF EMPLOYMENT

- Must have ability to interact with diverse audiences and age groups to help facilitate outreaches and school/ group programming
- Must be a professional, reliable, motivated team player with strong interpersonal and organizational skills.
- 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 to Apply:

Tina Siegmund
HR, Payroll & Benefits Manager

Email: siegmund@midlandcenter.org

Deadline: Open until Filled