



Position Announcement/Description  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title:** Summer Education Assistant  
**Supervisor:** School & Public Program Manager  
**Classification:** Part Time non-exempt/ Up to 29 hours per week  
Seasonal (June 3<sup>rd</sup> - August 26<sup>th</sup>)  
**Last Updated:** March 3, 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:**

Summer Education Assistant is responsible for assisting with the Summer Camp Program and additional educational programs occurring at the Alden B. Dow Museum and Heritage Park throughout the summer. The Summer Education Assistant will assist the Youth & Public Programs Assistant, School & Public Programs Manager and Director of Education with check-in and check-out, before care and after care, administrative work, snack preparations and lunch supervision. The Assistant will help prepare supplies, materials, and rosters for the Summer Camp Program as well as additional educational programs, including History Weekends at Heritage Park.

**Duties and Responsibilities:**

1. Attend all training sessions.
2. Provide supervision for campers before or after camp sessions and during supervised lunchtime.
3. Provide assistance in summer camp classroom when needed.
4. Maintain inventory of educational supplies and assist with the preparation of materials for upcoming programs.
5. Assist with administrative duties including camp rosters, camp forms, lesson plan and print out organization, inventory.
6. Must understand and enforce classroom management policies and procedures when in the classroom and outside of the classroom (including during visits to the museum(s) and Dow Gardens/ Whiting Forest)
7. Acts as a professional representative of the Center.
8. Be familiar with other camps and Center programs as they are offered and suggest classes and programs that may interest visitors.
9. Be familiar with the history and mission of the museum and Center.
10. Other duties as assigned.

**Preferred Knowledge, Skills and Experience:**

- CPR/ First Aid Certification preferred

- High school diploma required
- Must have previous experience working with children
- Must have excellent customer service skills
- Must be a self-starter
- Must have excellent organizational skills

**Special Conditions of Employment:**

- Must have valid driver's license
- Must have ability to interact with diverse audiences and age groups
- 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.

**Compensation:** \$9.65 /hour

**Application Information:**

Email Cover Letter and Resume to Apply:

Tina Siegmund  
HR, Payroll & Benefits Manager

Email: [siegmund@midlandcenter.org](mailto:siegmund@midlandcenter.org)

**Deadline:** First round of applications will be reviewed beginning March 30, 2020.