



**CAMERON ART MUSEUM**

**3201 South 17th Street  
Wilmington, NC 28412**

**Job Title:** Education Assistant

**Department:** Education and Public Programs

**Reports to:** Curator of Education and Public Programs

**Employment Status:** Regular/part- time 20-25 hours a week; \$18/ hour

#### **POSITION SUMMARY:**

- The Education Assistant will oversee the daily operations of CAM's tour program and youth and family programs. This position will work with the Curator of Education and Public Programs to maintain healthy and growing relationships with schools and community groups – growing tour revenue. The Education Assistant will also plan and execute bi-monthly Art Explorers programs and monthly family events, as well as work closely with the Education Department to assist with other community events and education programs.

#### **INSTITUTIONAL RESPONSIBILITIES**

- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support the CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

#### **DUTIES/RESPONSIBILITIES:**

- Schedules all tours, including school tours, paid tours, public tours, grant funded tours, Connections tours, etc.
- Leads regular tours
- Answers all incoming calls about tours
- Calls schools, afterschool groups, community groups, senior living facilities, etc. about potential tours
- Plan and implement bi-monthly Art Explorers programming and monthly Kids@CAM Saturday event, as well as assisting with Community Days and other education events or outreach
- Support Curator of Education and Public Programs in maintaining effective long-term

relationships with area schools, partner organizations, and other relevant education stakeholders.

- Assist with Closing the Gap and Educator Nights and with other duties as needed.
- Responsive to frequently shifting priorities and adaptive to change

**Essential Knowledge, Skills and/or Abilities:**

- Must be responsible, reliable, and able to arrive for morning shifts punctually.
- Computer literate, knowledge of Microsoft Word and Microsoft Excel, and comfortable with database management software.
- Comfortable speaking in public.
- Must be a good communicator.
- Understanding of K-12 curriculum helpful but not required
- Spanish, ASL, or other language proficiency a plus, but not required.