



## **ART ZONE FACILITATOR PART-TIME POSITION**

### **Job Overview**

The Art Zone Facilitator is the primary point of contact for visitors to the VBMA's children's interactive area, the Art Zone, and facilitates the use of this space, answers questions about educational programs, and assists patrons throughout their visit.

### **Responsibilities and Duties:**

- Enforce and recommend Art Zone rules and policies as implemented and administered by the Public Programs Manager
- Maintain cleanliness and tidiness of toys, books, furniture
- Report technical issues with the Sketch Aquarium, Art Zone equipment, and maintenance needs to the Public Programs Manager or other education staff
- Communicate any security needs with guards and/or supervisors
- Collaborate with the Public Programs Manager on refreshing Art Zone toys and books in connection with loaned artworks or rotating special exhibitions
- Facilitate connections for families between Art Zone didactics and artwork in museum galleries
- Assist teaching artists, education staff, and volunteers during scheduled programs in the Art Zone
- Stay current with weekly and monthly educational programs, including family programs and art school classes geared towards families
- Provide excellent customer service – greet and assist with the use of Art Zone didactics, and inform patrons of Art Zone policies and procedures
- Maintain a solid understanding of the Museum's policies and procedures as they relate to the access and use of the Art Zone
- Assist with other duties deemed appropriate by the Public Programs Manager

### **Qualifications:**

- High school diploma or GED preferred
- Good communication and organizational skills
- Patience and aptitude for working with children and families
- Knowledge of developmental milestones for children
- Level 2 Background Check Required

Training and support will be provided for all aspects of the job.

**Reports** to the Public Programs Manager. **Works closely with** the Education team, Visitor Services, Security, and Facilities staff. This position is classified as non-exempt.

**Starting Wage:** \$12 per hour, 24 hours per week

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If you or anyone you know is interested in this position, please send a cover letter and resume to Danielle Elliott at [delliott@vbmuseum.org](mailto:delliott@vbmuseum.org)