

# Honolulu Museum of Art

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Assistant
<b>Department:</b>	Learning and Engagement
<b>Supervisor:</b>	Director of Learning & Engagement
<b>Employment Status:</b>	Seasonal, Part-Time
<b>FLSA Status:</b>	Non-Exempt
<b>Work Hours:</b>	Various Shifts Available, 2-18 hours/week
<b>Issue/Reissue Date</b>	12/14/2018

### **Job Summary:**

Under the general direction of the Outreach Program Manager. The teaching assistant is responsible for assisting the art instructor in various capacities, communication and interaction with students grades K-12 for youth programs.

### **Minimum Qualifications:**

- Must enjoy working with children.
- Experience working with youth in grades preK-12.
- Have taken an art class and/or experience in making art.
- Must have the ability to communicate effectively with a diverse population of service users with demonstrated success in multiple locations and work environment.

### **Desired Qualifications:**

- Currently pursuing or holds a Bachelor's Degree in Fine Arts or Education.
- Experience in museum environment or nonprofit organization, with multiple sites, and varying degrees of needs.
- Knowledge and skill in working with a variety of art media, such as drawing, painting, sculpture, printmaking, and ceramics.
- Experience with classroom management.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Intelligent self-starter who is committed to the museum's mission.
- Proven ability to work with and build the capabilities of a driven, bright, diverse team, as well as develop a top notch work force.
- Open to collaboration, but also comfortable at working independently.
- The traits of honesty, integrity, enthusiasm, and perspective.
- Strong work ethic, supported by commitment and follow-through.

### **Other Qualifications:**

#### **Core Competencies:**

- Adaptability
- Punctual
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technology savvy

#### **Essential Duties:**

- Taking student attendance.
- Gathering supplies for daily lessons and cleaning up after class.
- Returning supplies to its proper location in the supply room and cabinets.

- Refilling and restocking of supplies.
- Regular communication with instructor and other assistants.
- Interaction with students – keeping students on task, help with answering student questions, assist students who need help with art projects, and address small behavioral issues.
- Supervise students and attention to student safety.
- Install and deinstall the student artwork in exhibition(s).
- Attend professional development sessions.
- Additional duties as assigned.

**Traits and characteristics:**

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

**Working Conditions and Atmosphere:**

The teaching assistant works with minimum supervision. Classes may be held indoors or outdoors; must be able to walk and maneuver on different surfaces. Must be able to lift at least 25lbs. Work will often be performed with short deadlines and situations sensitive to the Museum. Due to the nature of the responsibilities, weekend work is required and at times may be on an emergency basis.

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Human Resources

\_\_\_\_\_  
Date

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Employee Signature

\_\_\_\_\_  
Date

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Employee Print

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Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.