

3/17/17

Please see general information below for employment for the position of PYP/WCA Gallery Assistant.

Title: Gallery Assistant

Reports to: Phelps Youth Pavilion (PYP) Manager

Summary of Position

The Phelps Youth Pavilion is an extension of the WCA Education Department. The Gallery Assistant will work in partnership with the PYP Manager and Education Coordinator to facilitate **fun** and **engaging** art-based activities at the WCA and PYP. Hours and work schedule are flexible and based on individual needs.

Duties and Responsibilities

- Serve as a greeter to visitors.
- Make sure galleries and exhibits are clean, neat and in good repair.
- Develop and implement hands-on activities in Art's Workshop.
- Lead guided tours through the galleries.
- Facilitate quality birthday party experiences for patrons.
- Help develop curriculum that correlates to current and future exhibits.
- Teach classes, camps, and workshops.
- Help maintain PYP/WCA classrooms and materials.
- Participate in community events and promote art education in the Cedar Valley.

Wage

\$8.50 per hour, maximum of 20 hours per week (This employment is through the City of Waterloo; background checks will be completed.)

To obtain an application form, please go to the main desk at the Waterloo Center for the Arts, 225 Commercial Street, Waterloo, Iowa any time when the building is open including weekends. Also, it is preferred that you bring a resume to submit with the application.

Waterloo Center for the Arts | Mission Statement

The Waterloo Center for the Arts stimulates inquiry, provokes dialogue, and connects people through the arts

Amy Garretson, Phelps Youth Pavilion Manager

waterloo center for the **arts**



