

**GALLERY EDUCATOR AIDE - PART-TIME – NON-BENEFITED – GRANT-FUNDED**

**JOB DESCRIPTION**

**Classification Responsibilities:** A part-time Gallery Educator Aide will be primarily responsible for monitoring the assigned gallery activities and exhibits; preparing and organizing gallery and program materials; cleaning and maintaining gallery activities; opening and closing the gallery and related events; setting up and tearing down workshops; transitioning rooms for age specific programs and events; assisting with program preparation and facilitation and guided tours and birthday parties; communicating with and assisting museum visitors; and working alongside volunteers and interns on the gallery floor. This class performs related duties, as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This class is supervised by Administrative Support Assistant II or a Museum Education Curator and may receive direction and training from the Gallery Educator and Lead Gallery Educator. Work is reviewed through conferences, meetings, observations, participant feedback, and overall results achieved. Employees are required to work weekends and special museum events, which may include evenings and some holidays. This class is FLSA non-exempt.

**QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Some (6 months – 1 year) customer service experience and/or public contact work.

**Special Requirement.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Specialized training and/or college-level coursework in museum studies, art, art history, education, child development, or related fields. Experience working with school age children and large groups is highly desirable.

**ESSENTIAL FUNCTIONS**

**Communication:** Communicates with museum participants, tour groups, children, parents, teachers, caregivers, other City employees, volunteers, interns, and the general public in order to convey specific information relating to learning art, creative expression, museum safety, and security procedures.

**Manual/Physical:** Performs tasks using both fine and gross motor skills, including the bending required to retrieve items. Prepares activity materials and art projects using equipment such as scissors, X-Acto knives, paper cutters, etc. Assists with manual labor tasks during exhibit installation using equipment such as paintbrushes and rollers. Lifts and moves items such as lumber, tables, plexiglass, and display pedestals. Circulates through galleries in order to monitor security of artwork and safety of

visitors. Operates a variety of standard office equipment including photocopier, multi-line telephones, and computerized register. Prepares activity materials for distribution in the gallery, workshops, and/or outreach projects. Stands for long periods of time. Moves activity tables and art pedestals up to 40 pounds for distances up to 250 feet using a hand truck. Works daily with cleaning fluids and agents, bleach, and paints using normal, routine protective equipment to paint walls, pedestals, and desks; cleans walls, laminates, carpet, plexiglass, and tools; picks up trash, sweeps, and mops. This requires stooping, standing, and kneeling. Also requires the ability to clean and dispose of bodily fluids as needed. Sets up or removes folding tables or chairs to use in a classroom, and to use in workspace for painting and construction tasks. Operates a keyboard and uses word processing software and e-mail to produce support materials. Enters information into a personal computer (PC) and maintains clerical records of unit activities in order to provide documentation of work performed or information that can be easily retrieved. Proofreads initial copy, edits as necessary, and reproduces documents using copy equipment or other reproduction techniques. Meets scheduling and attendance requirements.

**Mental:** Comprehends written and verbal directions. Assists with adapting tours to accommodate appropriate learning styles and abilities according to age level and skills. Observes behavior of program participants and monitors equipment for proper working order and safety. Comprehends and interprets relevant verbal and written research materials relating to the exhibits, programs, and/or learning skills in order to convey appropriate information to a diverse museum audience. Assesses and responds to specific requirements as they relate to space capacity, crowd control, and child/visitor well-being. Learns job-related material through on-the-job training regarding program assignment. Comprehends and makes inferences from written materials.

**Abilities:**

Ability to:

work effectively with coworkers and the public, including children;  
deal tactfully and courteously with children and adults participating in museum activities;  
become knowledgeable about artwork, artifacts, artists, and exhibits, and assist with teaching this information;  
type/key at speed necessary for adequate job performance;  
follow oral and written instructions, and established procedures;  
learn and correctly interpret and apply the policies and procedures of the function to which assigned;  
maintain complete and accurate records and files; and  
perform assigned tasks effectively.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 10/21

AA/lb/js

CS3714.DOCX (Part-Time, Non-Benefited, Grant-Funded)

EEO-S/M

JOB FCTN-ART

INCREMENTS 66-200

PAY GRADE: 37

IND-9101

SWORN-No