



morgan art of papermaking conservatory & educational foundation

Community Arts Coordinator and Teaching Assistant

Job Summary: The Community Arts Coordinator and Teaching Assistant will manage educational and outreach programs on behalf of the Morgan Conservatory, scheduling both on-site and off-site workshops, and will engage with the community to promote the arts of papermaking, printmaking, and bookbinding. As Teaching Assistant, they will provide classroom support to the Lead Community Arts Educator, teaching paper arts to K-12 age groups. The ideal candidate will have experience in papermaking, strong communication and organizational skills, a commitment to community outreach, classroom experience, and a willingness to learn and grow within our creative environment. This position reports to the Executive Director and to the Lead Community Arts Educator.

Key Responsibilities:

1. Educational Program Coordination:

- Plan and coordinate on-site and off-site workshops and educational programs.
- Implement skill/age-appropriate curriculum and lesson plans for papermaking and related arts.
- Communicate and manage workshop logistics, including scheduling, materials preparation, and space setup.
- Track and manage workshop budgets.
- Collect data and analyze participant feedback to improve educational programs.
- Assist Marketing to help promote educational programs and outreach events.

2. Teaching Assistance:

- Support Lead Instructor and provide hands-on instruction and demonstrations in papermaking and related arts, off-site and on-site.
- Assist in the preparation, setup, and clean-up of workshop materials and spaces, ensuring all necessary supplies are available and organized.
- Restore the Morgan's studios or off-site classrooms to their original condition, and other duties as requested.

3. Community Engagement:

- Foster relationships with local schools, community organizations, and art groups to promote educational programs.
- Serve as a representative of the Morgan at community meetings, art fairs, and other events.

Qualifications:

- BA, BFA, or two years of teaching experience.
- Strong organizational and time management skills.
- Good interpersonal skills, excellent written and oral communication.
- Previous experience in an art studio, art classroom, or similar environment is preferred.
- Knowledge of papermaking, letterpress printing, and bookbinding is a plus.
- Must pass a criminal background check.

The above describes the general nature and level of work performed, but does not describe all functions. Other duties may be assigned and may change from time to time as necessary.

Compensation:

- \$17- \$20/hr, part time at 20 hrs /week

To Apply:

Please send resume and cover letter to jobs@morganconservatory.org.

Position open until filled.

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