

ART STUDENTS LEAGUE OF DENVER

JOB DESCRIPTION

Summer Camp and Teen Studio Program Assistants Temporary Limited Duration Employee, Part-Time

Art Students League of Denver is hiring part-time Assistants for our in-person and online Summer Camps and Teen Studio program. Applications are due by the end of the day on Friday, April 16.

SUMMARY

ASLD's Summer Art Camps and Teen Studios include drawing, painting, printmaking, ceramics, sculpture and more. Assistants must have art experience as well as experience working with youth. Knowledge of a broad range of visual art media is a plus. Basic knowledge of Zoom preferred. Under the general supervision of the Program Coordinator and Faculty, assistants and lead assistants are Limited Duration Employees, hired to work until August 13, 2021. Assistants are non-exempt, and paid hourly.

REQUIRED AVAILABILITY

Assistants must be available from June 7 - August 13, 2021.

In addition, new assistants are required to attend a paid orientation meeting on:

- **Thursday, May 13 from 5-7pm**

All assistants must also attend a paid training professional development seminar on:

- **Saturday, May 15 from 10am – 3pm**

Shifts are generally between 3 hours to 6 hours per day Monday-Friday, anytime from 8:30am-4:00pm. Schedules will be set at least 2 weeks in advance.

Summer Camp Assistant Duties and Responsibilities

Assist instructors with all aspects of Summer KidART Camps and TEEN Studios and to engage and help students.

- Assist with projects and studio management
- Provide individual guidance to students
- Distribute and maintain class supplies
- Help clean up supplies and studios and supply cabinets
- Communicate issues/concerns to the Program Coordinator
- Set up / take down all studio tables and chairs
- For online camps: start Zoom meetings (on ASLD account)
- For online camps: provide limited tech support
- Promote teamwork and a positive work environment
- Follow Camp Handbook guidelines

Pay Rate: Starts at \$14.77/hour

Please send **resume and cover letter** to the Programming & Exhibits Coordinator, Cameron Jordan, at c.jordan@asld.org. Please indicate if you are available to begin in May for early camp preparations. We will contact qualified applicants for an interview. Thank you for your interest in working with ASLD!