

Student Educators at the Fowler Museum at UCLA
Job Opening - Position Details
Last Revised: August 13, 2019

Location: Fowler Museum at UCLA

Description: The Fowler Museum's Education Department has Federal Work-Study openings for undergraduate and graduate students to serve as part-time Student Educators. In this role, you will serve a crucial function in the Education Department by leading interactive, hands-on gallery tours and art workshops for K-12 students and family audiences, in addition to special weekend programs.

Essential Responsibilities:

- Facilitate interactive guided tours for K-12 students and family audiences.
- Create, teach, and supervise visitors in hands-on art-making activities.
- Lead guided tours for the general public.
- Assist in maintaining accurate program records, including tracking tour attendance, answering Education phone line, and returning calls.
- Assist in maintaining the Education Department's school tour program, including contacting teachers who are running late for their tour.
- Communicate with teachers about students' experiences and report concerns to the Education Department.
- Know and understand all emergency procedures associated with the Fowler's K-12 and family programs.
- Know, enforce, and follow all safety guidelines associated with the Fowler Museum and all program areas. This includes but is not limited to being responsible for your tour group's safety and their whereabouts at all times.
- Ensure that the Studio is kept clean and organized. Notify Education Department of supplies needed.

Qualifications: This position requires excellent communication skills, reliability, an outgoing personality, and enthusiasm for learning and teaching. As a public-facing employee, applicants must be professional, punctual, and able to work in a dynamic, fast-paced environment. Students who enjoy working with school children are encouraged to apply. Prior teaching experience and coursework in art history (especially in the areas of Africa, Asia, Pacific, and the Americas) would be helpful, but is not required. Students with studio art experience preferred, but not required. Knowledge of additional languages (such as Spanish) is helpful. Applicants should be comfortable discussing global arts and cultures, including the 2019-2020

special exhibition topics which include issues regarding HIV/AIDS, climate change, colonialization, and stigma.

Federal Work-Study required. No exceptions.

Training on the Fowler's collection, teaching philosophy, and tour strategies will be provided. Compensation is \$14.25/hr.

Students must be able to work at least two full shifts in addition to one at least one Saturday or Sunday afternoon per month.

- Tuesdays 9:30 AM – 1:30 PM
- Wednesdays 9:30 AM – 1:30 PM
- Thursdays 9:30 AM – 1:30 PM
- Fridays 9:30 AM – 1:30 PM

Mandatory onboard training will take place from 9 AM – Noon on September 24 and 25.

To Apply:

Email the following materials to Allison Clark, Assistant Director of Education, at allisonmclark@arts.ucla.edu.

- Letter of interest that includes which shifts you would be able to work for the Fall 2019 quarter
- Current résumé

Applications will be reviewed on a rolling basis through September 9 until positions are filled. Incomplete applications will not be considered.