



Position Title: Education Program Assistant

Appointment Type & Duration: This is a permanent, part-time staff position @ 15 hrs/week

Reports to: The Education Director

Compensation: \$18-20/hour

Umpqua Valley Arts

Umpqua Valley Arts (UVA) is a small community arts organization located in Roseburg, Oregon. The organization was established in 1971 to provide arts education, participation and appreciation activities for the community. The UVA team works closely with each other to manage all aspects of programs from administrative support to publicly representing the organization throughout the community.

Position Summary

UVA's Education Program Assistant will help continue to support Art Education in an established arts center located in Roseburg, OR. This is an exciting opportunity to bring passion for the arts, teaching/learning, and community while working with the Education Director. A main responsibility of the Education Program Assistant will be to provide operational support for our educational programming. The Education Program Assistant responsibilities include but are not limited to:

- Provide classroom support to instructors, specifically in Youth Education ages 5-12
- Provide operational support for After School Art Club, Spring Break Camps, Summer Camps, and Summer Arts Festival
- Manage all rosters for workshops, classes, and camps
- Prepare materials and tools needed for workshops, classes, and camps
- Maintain studio cleanliness of Imagination Station and Studio East
- Maintain studio inventory and report supply needs to Education Director
- Assist with preparing and executing marketing
- Assist volunteers in Education Department

Special working conditions and physical demands

- Ability to transport self and materials between multiple buildings on the arts campus
- Ability to stand for extended period and lift up to ~25 lbs
- Ability to work variable hours, including afternoons, school breaks, and summer programming
- Must pass a background check

Minimum Requirements:

- High School Diploma
- At least 1 year experience working with ages 5-12, OR in an educational, childcare, camp, or arts program setting

- Ability to support instructors in a classroom or studio environment
- Comfortable working with youth in group settings
- Strong organizational skills and attention to detail (rosters, supplies, schedules)
- Ability to prepare and manage art materials and tools
- Ability to maintain a clean, safe, and organized studio space
- Basic computer skills, including email and spreadsheets
- Ability to communicate clearly and professionally with staff, instructors, volunteers, parents, and participants
- Ability to work collaboratively as part of a small team

Work Schedule: This position's hours are Monday to Friday from 9:30am - 12:30pm, with flexibility around peak programming demands (After School Art Club, Summer Camps and Summer Arts Festival Weekend). In addition to regularly scheduled hours, staff are expected to work during Scheduled work hours at special events such as Summer Arts Festival, Umpqua Plein Air and Opening Receptions.

Supervisory Oversight: The Education Program Assistant position will report to the Education Director.

Performance Reviews: UVA's fiscal year runs from November 1 to October 31 . Performance / feedback reviews will be held a minimum of once a year – typically during the anniversary month of hire.