

WATER STREET STUDIOS

ART CLASSES * WORKSHOPS * GALLERY * STORE

EDUCATION INTERN POSITION:

Looking for an intern to work with the Director of Education for Water Street Studios – Batavia’s Art Center, a not-for-profit organization that is expanding art in the community of Batavia and the tri-cities. (16,000 sq ft arts center featuring 26 artist’s studios, a gallery, and two classrooms) This is a nonpaying position offering experience and resume building.

DESCRIPTION:

- Help field phone calls, answer questions about classes, registration, school of art, events, gallery, studios, and BAA in general
- Coordinate and organize class proposals for Director of Education
- Assist in keeping records of school enrollment, instructors, revenue, etc
- Create and maintain digital database for school, volunteers, students, teachers
- Help to produce three brochures annually including proof reading, layout, etc
- Assist in classroom operations i.e. teacher aide during classes, creating shopping list, laying out supplies for classes
- Help to maintain school of art calendar, coordinate meetings between school of art and public
- Make reminder calls to students about upcoming class
- Maintain the cleanliness of the Batavia Art Center, especially the classrooms
- File paperwork from school
- Check the school of art email daily, respond to, file, and organize emails
- Draft documents such as field trip permission forms, release forms, etc
- Assist in preparing and organizing for events, i.e. draft press releases, contact participants
- Coordinate volunteers per school needs

REQUIREMENTS:

Looking for an individual that has a high interest in the Arts, who is creative, offers good judgment, excellent customer service skills, problem solving skills, communication skills both verbal and writing, computer skills, and organizational skills

HOW TO APPLY

Please submit a resume.

Kari Kraus: Education Director/Water Street Studios 630-761-9977

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