

## POSITION ANNOUNCEMENT

### Summer Program Assistant Temporary Part-Time

The Kansas City Art Institute (KCAI), a national leader in visual arts and design education, is seeking applications for a part-time Summer Program Assistant. This is a temporary position that runs May – August.

The Summer Program Assistant is responsible for planning and the daily administration and operations of summer camp and Pre-College Art Lab related duties including administrative tasks, implementation and program follow-up. Key duties include overseeing teaching assistants, communicating with and assisting instructors, student discipline, and general assistance throughout the summer programs. The Summer Program Assistant acts as the key liaison between summer instructors, teaching assistants and School for Continuing and Professional Studies staff. Other duties may apply.

#### ESSENTIAL RESPONSIBILITIES:

- Meet with Director of CPS and Youth & High School Program Specialist to review schedule, team, and train on specific duties
- Organize course resources
- Work consistent hours to oversee smooth day-to-day operations of summer camp flow.
- Assign teaching assistants daily task lists and monitor their work.
- Collaborate with staff on operational tasks for each week.
- Schedule and facilitate walking field trips to area museums and green spaces.
- Document student work throughout the weeks and during end of class exhibitions.
- Work consistent hours to oversee smooth day-to-day operations of summer camp flow.
- Assign teaching assistants daily task lists and monitor their work.
- Collaborate with staff on operational tasks for each week.
- Schedule and facilitate walking field trips to area museums and green spaces.
- Document student work throughout the weeks and during end of class exhibitions.
- Assist with Pre-College ArtLab special events and workshops if needed.
- Work with Instructional Assistant and Youth and High School Program Specialist to inventory/organize materials post summer programs.
- Add class evaluations to the Google Drive and share with instructors
- Consult with supervisor relative to job responsibilities.
- Consult with other personnel/departments relative to job responsibilities

#### REQUIRED/PREFERRED EXPERIENCE

- Demonstrated creativity, creative problem solving, enthusiasm and can-do attitude.
- Proven management skills coupled with the ability to work effectively with artists and community groups.
- Knowledge of visual arts and arts education.
- Previous teaching and/or administrative experience in professional education or community programming.
- Ability to use latest computer equipment and programs being used by the division. Including, but not limited to:
- Microsoft office suite products, including Word, Excel, and Powerpoint.
- Familiar with the Adobe Suite
- Familiar with Gmail
- Willingness to work as a team member within a team oriented environment.
- Ability to work with a range of tasks independently and with a minimum of direct supervision.
- Effective interpersonal, organization and community outreach skills.
- Ability to continuously present a pleasant, courteous and service oriented attitude as well as resolve conflicts in a constructive manner.
- Experience working with youth and high school audiences.

## REQUIRED EDUCATIONAL BACKGROUND

- Undergraduate college degree required.

About KCAI: The Kansas City Art Institute is a private, independent and accredited college of art and design founded in 1885, and located in the cultural heart of metropolitan Kansas City, Missouri. The college enrolls nearly 600 undergraduate students regionally, nationally, and internationally. For more information, please visit [www.kcai.edu](http://www.kcai.edu).

Applications deadline and procedures:

This position is considered “open” until an offer of employment has been accepted. Career inquiries and resume submissions received during the on-campus finalist stage of the search are not guaranteed consideration.

Apply by email to: [jobs+sumproasst2018@kcai.edu](mailto:jobs+sumproasst2018@kcai.edu)

Attach to the email in PDF format only:

Cover letter

Resume

List of 3 professional references we may contact

Kansas City Art Institute is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, gender identity, color, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic information, citizenship status, veteran status, or any other characteristic prohibited by federal, state or local law.

KCAI provides reasonable accommodation for qualified individuals with disabilities and disabled veterans in the job application process. If you have any difficulty using our online system and you need an accommodation due to a disability, you may contact the Human Resources Department about your interest in employment. Any questions or concerns can be directed to Kansas City Art Institute’s Human Resource Administrator at [hr@kcai.edu](mailto:hr@kcai.edu).

**KCAI is an Equal Opportunity Employer: Minorities/Females/Disabled/Vets**