

Assistant Director of Education Position: (full time)

The Light Factory (TLF) is seeking a self motivated, organized, and creative individual to bring new energy and technology skills to the education department. The Assistant Director of Education will assist the Director of Education in the design and coordination of all Light Factory educational programs.

This job is primarily administrative. The day-to-day duties of the Assistant Director will include answering calls, registering students, creating spreadsheets, updating the website, creating lesson plans, prepping classrooms and collaborating with the Director on large projects. This job requires the ability to give exceptional customer service and work well with people of all backgrounds and ages.

Requirements: Bachelors Degree, preferably with an emphasis in Photography, Filmmaking, Education or Arts Administration. Proficiency in Microsoft Word including Excel.

The ideal candidate should have working knowledge of photography and/or filmmaking as well as editing software. Capability to learn technology quickly, meet deadlines and manage multiple projects simultaneously. Confidence and ability to lead tours and teach classes to students of all ages. Experience in a non-profit, museum or educational setting is also a plus.

Job Description:

- Assist Director with class, outreach, and camp schedule coordination
- Handle class registrations over the phone and online
- Lead class/outreach observations and complete assessments
- Manage darkroom, classrooms and computer lab
- Maintain spreadsheets, websites, and blogs related to educational programs
- Assist Director with research, grants and sponsor relations
- Assist Director with outreach program design and implementation
- Teach educational programs for grades K-12 and adults
- Assist Director with Faculty and TLF intern management
- Lead gallery tours and manage docents
- Communicate with TLF instructors to ensure classes are prepared properly.
- Collaborate with Director to expand educational offerings and improve overall quality of educational programming.

Start Date: Spring 2012

Salary: Commensurate to experience

How to Apply:

Please email a cover letter, résumé, three reference contacts and an optional link to your online portfolio to Jen Crickenberger at jcrickenberger@lightfactory.org. No calls please.

Deadline for applications: Friday, February 3, 2012 by 10am