

Work Study Job Description

Media & Education Assistant

The employee in this role will report to the Education Manager and will work hands on with The Delaware Contemporary's Education and Marketing Departments to:

- a. Skillfully photograph tours, workshops, trips, and/or weekly art clubs
- b. Collaboratively edit content for our new and developing Education Instagram
- c. Capture family oriented candid
- d. Archive and organize photos and digital assets
- e. Research field-related marketing trends and strategy
- f. Staff our kid & family interactive art activities
 - i. Art Cart: an interactive Art Cart that provides hands-on activities for children.
- g. Additional assignments as required

Requirements: Skills required to be successful in this position include but are not limited to:

- h. Facility with social media platforms including but not limited to Facebook and Instagram
- i. Creative design skills, knowledge towards the functions of a digital camera, photoshop, and other editing softwares.
- j. Creative and innovative approach to problem solving
- k. Exceptional written and verbal communication skills
- l. Ability to work independently and collaboratively with staff across the museum

Educational Benefits: This position will provide an authentic opportunity to collaborate across the Education and Marketing departments and the student will receive hands-on experience in a 21st century career environment with immediate opportunities to apply their expertise and grow their professional skill set. The student who best fits this position will be at the forefront of community activity planning and benefit fundraisers. Most importantly, the student will be a part of a great team whose mission is to spread art through communities across the region.

EEO: It is the policy of the Delaware Contemporary to be fair and impartial in all our relations with employees and applicants regardless of race, creed, color, sex, age, disability, national origin, marital status, vertan status, sexual orientation, or any other protected legal category. This policy applies to initial hiring, pay structure, employee benefits, promotions, and any other conditions of employment.