

**Children's Discovery Museum of San Jose**  
**Visual Arts Specialist**

**Status: Non-exempt**

**Hours: 28-30 hours per week**

**Department: 40100**

**Supervisor: Arts Program Manager**

**Summary Description:**

Under the general supervision of the Arts Program Manager, the Visual Arts Specialist will perform a variety of duties to enhance the Museum visitor's art experiences. The Visual Arts Specialist works in the LeRoy Neiman Art Studio facilitating interactive experiences for the visitors. While the Visual Arts Specialist is familiar with CDM's exhibits, their primary responsibility is to facilitate programmatic hands-on art activities. Activities are designed by the Arts Program Manager and the education team to promote hands-on and inquiry-based learning. The Visual Arts Specialist will encourage children to explore, discover, ask questions, and raise curiosity throughout the visual art making process. Because this position includes working with the public directly, it requires a high level of interactive skill and judgment. Daily preparation of art materials and cleaning of the Neiman Art Studio is required. The Visual Arts Specialist should also be able to answer questions about the Art Gallery Space and activities facilitated by the CDM Artist-in-Residence.

**Responsibilities:**

Position is focused on task follow-through and high customer interaction. Judgment in day-to-day problem solving and service will impact museum resources. Expectations and experience required are described below:

- Reliability, punctuality and participation is required for all scheduled shifts;
- Must use good judgment, strong communication skills and professionalism in dealing with visitors, other staff, and volunteers;
- Active facilitation of activities developed by the Arts Program Manager and the education team, including using the associated vocabulary, recommended techniques/processes, etc.;
- Can answer questions about the Artist-in-Residence's Art Gallery installation and can create dialogue with visitors about the artwork that is exhibited;
- Responsible for management, maintenance and organization of the Art Studio , including specific Opening and Closing duties and materials preparation, as instructed;
- Proactively prepare art materials as needed in preparation for the day and week ahead;
- Complete cleaning and sanitization tasks in the Art Studio, maintaining a clean and orderly environment for visitors;
- Share observations and assess developed activities to provide educational critique;
- Report any maintenance or needed repairs of exhibit components to the Supervisor;
- Occasionally provide feedback of visitor interactions and experiences with other Museum staff who need to obtain feedback;
- Learn and implement necessary safety and emergency precautions;
- As needed, assist in materials management and program development;
- Show initiative in decision making and in providing value to Museum program offerings;
- Be physically able to lift up to 20 pounds and to be mobile for at least 4 hours.

**Education/Experience:**

Minimum employment standards are:

- Completion of High School or equivalent;
- Prior experience working with children;
- Experience or coursework in one or more of the following: education, child development, visual art, early childhood education;
- Ability to read and communicate in English. Bilingual skills helpful. Outgoing and able to interface with a wide range of culturally diverse people.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by his/her supervisor. Children's Discovery Museum is an at-will, equal opportunity employer.**