

## EDUCATION DEPARTMENT INTERNSHIP DESCRIPTION

LUX Center for the Arts is a 501(c)(3) non-profit organization. The mission of LUX Center for the Arts is to enhance the lives of a diverse public through the visual arts by providing exceptional learning opportunities in contemporary art, craft, and design. These opportunities, honoring the legacy of arts educator Gladys M. Lux, include art classes, residency programs, gallery exhibitions, and community outreach.

LUX Center for the Arts offers classes for youth and adults in ceramics, printmaking, painting, drawing, metal arts and fibers.

### Responsibilities

Assist the Education Director with current programming including:

- send confirmation emails to parents as needed
- maintain class rosters and instructor timesheets
- arrange volunteer schedules and maintain volunteer timesheets
- research lesson plans and project ideas of community classes
- perform other studio tasks as needed and as schedule permits

Assist Education Director with future programming including:

- research tools and supplies for proposed art van
- develop project plans and create resource binders for teachers
- assist in the distribution of program materials

Responsibilities for Teaching Assistant including:

- assist lead teacher in set-up and clean-up
- help to implement project plans
- assist students as needed with individual projects
- collect and label student artwork for pickup

**Time Commitment:** 6-15 hours per week during business hours and/or Saturday.

**Compensation:** Generous stipend is available. College credit may be available for this internship through intern's college or university program.

**Reports to:** Education Department Assistant is supervised by and reports to the Education Director

### Qualifications and Skills

Applicant must currently be enrolled as an undergraduate or graduate student in art, art education, art history or museum studies program. Additional experience in an art organization or exhibition work considered a plus. Candidate must be self-motivated, have attention to detail, and follow instructions both written and verbal. Excellent verbal and written communication skills, general to advanced knowledge of word processing and spreadsheet software, and ability to lift 50lbs are needed.

### To Apply

Send the following materials the attention of Jenni Brant, Education Director at LUX Center for the Arts at 2601 N 48<sup>th</sup> St, Lincoln, Nebraska, 68504. Please note the internship title on all materials along with the applicant's contact information:

- Resume
- Letter of interest addressing your interest in working for LUX Center for the Arts
- Contact information for three references who can comment on your work ethic and professional experience