

## Education Position

### Outreach Instructor-Full Time

Please apply by October 6th, 2023

**Employer:** Dixon Gallery and Gardens

**Department:** Education

**Reports to:** Outreach Coordinator

**Job Type:** Full Time, hourly

**Job Location:** Memphis, TN

**Start Date:** November 2023

#### General summary:

The Dixon Outreach Instructor develops, implements, and evaluates offsite programs for all ages. These programs connect to visual arts and horticulture and their intersectionality. A successful applicant will have experience working with different age groups, demonstrate effective classroom management, a commitment to the safety of students, and an ability to provide clear instruction while incorporating various learning styles. This position requires reliable transportation, a valid driver's license, and a clean driving record (mileage will be reimbursed). Upon hire safety trainings, a background check and proof of Covid-19 vaccination will be required.

#### Job duties and responsibilities:

- Implement Dixon outreach programs including T.A.G. (a teen program), Art to Grow (a school-age program), and community events and festivals.
- Coordinate upcoming classes and events with outreach team.
- Prepare materials prior to sessions. Manage supplies, keep them in order and communicate needs with outreach coordinator.
- Travel to locations within 30 miles of the museum to provide outreach programs.
- Maintain partnerships with community organizations through effective communication regarding classes and outreach opportunities.
- Assist with onsite Dixon events as well as community events and festivals.
- Other duties as assigned.

#### Schedule:

Monday through Friday with some evening and weekend work required.

#### Qualifications:

- B.A. or B.F.A in Studio Art, bachelor's in art education, or related field
- At least 1 year of experience working with children in an educational setting
- Excellent organizational skills and attention to detail
- Previous experience working with a variety of ages in educational settings
- Excellent interpersonal skills and enjoys working in a team environment
- Exceptional communication skills and ability to connect with community
- Self-directed, energetic, highly motivated, and outcome-oriented
- Flexible Schedule

To apply please submit resume, cover letter and two professional references to Margarita Sandino at [msandino@dixon.org](mailto:msandino@dixon.org), by October 6, 2023.