



EDUCATION STUDIO ASSISTANT

JOB DESCRIPTION

Department: Education

Reports to: Education Studio Manager

Date: April 2018

FLSA Code: Non-Exempt

Location: San Francisco

Status: Full Time

Hours: 9-6pm

Rate: Entry-Level

SUMMARY OF POSITION:

The Education Studio Assistant reports to the Education Manager and is responsible for teaching, facilitating projects and providing administrative help for the implementation of existing educational classes, programs, and new initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects the Walt Disney Family Museum's definition of essential functions for this position, but does not restrict the tasks that may be assigned. The Education Studio Manager may assign or reassign duties and responsibilities to this position at any time.

PROGRAM ASSISTANCE

- Under the direction of the Studio Manager, plan and facilitate unique educational opportunities for guests, students, and professionals
- Work with the Studio Manager and Studio Coordinator in the planning and implementation of special guest lectures, screenings, and public events
- Teach and assist as assigned in classes, workshops, demonstrations, and school experiences
- Create artwork and animation examples quarterly for Studio Programs
- Teach and assist as assigned for during after school and weekend hours, offsite and distance learning.
- Assist with editing and collecting of student animation projects, show reels, and presentations
- Order and maintain all studio materials and supplies as it relates to Studio Series, Pop Up Studios, After School Animation, Workshops and Summer Classes
- Attend educational meetings and report back to Studio Manager or Studio Coordinator
- Assist with administrative duties relating to the Learning Center including facilitating classes, workshops, teacher opportunities, demonstrations, and corporate experiences when assigned by Studio Manager
- Additional duties as assigned

QUALIFICATIONS:

- High knowledge of animation, art principles, standards
- Experience with animation production and pipeline management
- Excellent interpersonal skills, and ability to relate to members of the educational community
- Experience working with groups of children, teachers, and families, especially in an informal educational setting

- Excellent speaking skills and ability to relate to the public
- Excellent writing skills
- Understanding of social-emotional practices
- Interest in animation and the life and legacy of Walt Disney
- Possess a high level of initiative, follow-through, and flexibility
- Ability to work independently, with little supervision, and uphold Museum's policies
- Must be able to maintain the highest level of confidentiality and discretion when working with guest instructors
- Deep understanding of educational theories or techniques, and child development`
- Detail oriented and able to manage a number of projects simultaneously and quickly
- Ability to implement feedback and redesign artwork, animation and educational projects
- Proven proficiency in animation, 3-D methods, character design, concept art, and drawing

EDUCATION AND EXPERIENCE:

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is desired as noted:

- A Bachelor's degree in Art, Design, Animation, Illustration, Screen Arts, from an accredited college or University

Physical Demands & Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling, pushing/pulling, and reaching above the shoulders and lifting of up to 25 lbs. Work may require weekends and/or evenings.