

Position Title:	Art Assistant
Position Supervised By:	Audubon Arts Director / Assistant Director
Program Dates:	June 22–July 31, 2026; orientation week begins June 15, 2026
Hours:	During the program: 8:30 a.m. to 5:00 p.m. (M, W, Th) or 4:30 p.m. (Tu, F); additional hours for orientation, set-up, and clean-up, as per agreement

Position Summary: The Art Team consists of Art Directors and Art Assistants. Together, they provide age-appropriate, child-centered activities and experiences. The team’s main responsibilities are to guide participants in the design and creation of scenery, props, and costumes for their musical productions and ensure completion by performance time in week 3 and week 6. The Art Team ensures the focus is on the *process* behind creating art that represents input and ideas from the children, showcasing their talents and skills.

Minimum Requirements:

- An understanding of the NMS mission and a love of the arts
- An appreciation of the diversity of the New Haven region and the NMS community
- A commitment to equity and inclusion, and to building an anti bias, anti racist culture
- Ability to think strategically and work collaboratively and with an open mind
- A desire to lead through compassion and service and a commitment for personal growth
- Attention to detail and accuracy, with pride in quality of work
- Strong communication skills
- Enjoys working with children and teens and respects them as individuals
- Has experience and education in visual art and/or theater and scenic design
- Is organized, prompt, and reliable, with high energy and a positive outlook
- Certification in CPR and First Aid

Primary Responsibilities include, but are not limited to:

- **Orientations, Meetings, Set-Up Day, and Clean-Up Day**
 - Attend required staff orientations, set-up and clean-up days
 - Remove art supplies from Recital Hall storage and return to storage at end of season
 - Attend weekly staff and production team meetings three days per week
- **Scheduling and Lesson Planning**
 - Assist Art Directors with planning and implementation of the Art program, with developmentally appropriate, engaging activities that motivate and enable each participant to assist in creating scenery, props, and costumes
- **Daily Responsibilities**
 - Maintain open communication with Art Directors and Drama Directors to determine artistic visions for productions, and adapt as necessary
 - Review and maintain supplies throughout the program
 - Purchase within given budget and submit all receipts and expense forms in a timely manner
- **Productions and Performances**
 - Assist with loading in and out the sets and props for in-house assigned Group performances
 - Attend dress rehearsals and shows, and/or run classes when Art Director is at rehearsal
- **General Responsibilities**
 - Be fully aware of participants’ health issues, allergies, and emergency information
 - Follow all guidelines set forth in the Staff Handbook and Code of Conduct
 - Participate in Wacky Wednesdays and Lunchtime Concerts; encourage kids to do the same