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<b>POSITION/TITLE:</b>	ColorLab Art Studio Supervisor
<b>STATUS:</b>	Parttime
<b>DEPARTMENT:</b>	Education
<b>SUPERVISOR:</b>	Director of Education

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Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. ColorLab is BCM's art-making space where artists of all ages can explore, make, and celebrate art. ColorLab programs are rooted in the creative works and cultures of Black artists. Each month our projects are inspired by a muse artist's work and practice. Learn more about [BCM's Theory of Change, Diversity, Equity & Inclusion Plan](#), exhibits and programs at [www.brooklynkids.org](http://www.brooklynkids.org).

### **Position Summary**

The ColorLab Art Studio Supervisor role is an exciting opportunity for an experienced arts educator and artist with a community-engaged practice. The ColorLab Art Studio Supervisor guides all aspects of ColorLab's operations and works closely with the Director of Education and Education team members to generate monthly programs and projects for cultural festivals. The ColorLab Art Studio Supervisor will oversee a team of 6-8 part-time teaching artists, be present during select ColorLab's open hours as a floor-supervisor, and work to foster an atmosphere of artistic discovery, free expression, and creative collaboration for family audiences as well as ColorLab teaching staff.

### **RESPONSIBILITIES**

ColorLab Art Studio Supervisor will:

- Actively support Teaching Artists and family audiences during art making sessions and work to ensure programmatic excellence and quality standards.
- Provide general oversight and care of art studio space and supplies.

- Collaborate with ColorLab Teaching Artists and Education department to develop 12 hands-on art-making programs for children age 4+ and their caregivers. Each program will be based on and inspired by the work and practice of a Black artist and will be facilitated by Educators in BCM's ColorLab art studio.
- Develop art-based ColorLab programs during DOE holidays.
- Collaborate with the Education team to develop programs in alignment with the cultural festival calendar throughout the year.
- Document and circulate program plans for DOE holiday programs and cultural festivals to Teaching Artists.
- Plan and conduct four in-person training sessions for ColorLab teaching artists to model monthly programs and introduce materials.
- Conduct 12 online reflection sessions (45 min) within a week following the launch of each monthly ColorLab project to collect feedback from educators and make any adjustments to program plans.
- Place orders for program supplies, upload invoices, and stock materials upon arrival.
- Maintain supplies and spaces, and participate in regular cleaning and organizing, including wiping down areas, taking supply inventory, ordering supplies, and tidying before and after workshops.
- Facilitate and teach arts and culture programs in ColorLab, fill in for Teaching Artists as needed, and facilitate in other parts of the Museum when needed.
- Create a welcoming environment for families in ColorLab, greeting children and caregivers on arrival, guiding them through activities, and providing materials and information to help families confidently navigate the space.
- Support the development and creation of teaching manipulatives, signs, models, and other multimedia materials for programs.
- Work in partnership with BCM's marketing department to promote ColorLab programs.
- Represent Brooklyn Children's Museum at meetings, conferences, and other activities for the field.
- Other duties as needed.

## **REQUIREMENTS**

- Bachelor's degree and notable experience in arts education, museum, and/or early childhood education.
- Practicing artist with community-based art-making and engagement experience.
- 8+ years of museum-based or informal teaching with children ages 0 – 8 and their families.
- Strong knowledge and hands-on experience with different art mediums.
- Exemplary verbal and written communication.
- Experience writing lesson plans, developing and delivering programs related to multicultural themes and art.
- Desire to interact with young children and families, and commitment to accessible learning for children of all abilities.
- Ability to work collaboratively and independently.

- Warmth, positive energy and a sincere love of working with youth and their families.
- Flexibility, adaptability and openness to constructive feedback.
- Knowledge of and passion for exploring the works and cultures of Black artists from Brooklyn and around the world.
- Exude a DIY and asset-based spirit
- Familiarity with Brooklyn and its diverse communities, particularly Central Brooklyn a plus
- Proficient in Microsoft Word, Excel, PowerPoint, InDesign, and Photoshop.

### **COMPENSATION**

\$27 an hour/ paid every two weeks. Additional benefits include paid time off, accrued based on number of hours worked, professional development opportunities and training, BCM membership, and free admission to most NY-based cultural institutions.

### **SCHEDULE**

28 hours on-site weekly. Hours include Wednesday, Thursday, and Friday 2:00pm-5:30pm and at least one full weekend day. Additional hours to be determined with supervisor.

### **APPLY**

Please send a cover letter and resume as 1 PDF to [careers@brooklynkids.org](mailto:careers@brooklynkids.org) with “[Your Last Name]– ColorLab Art Studio Supervisor,” in the subject header. Applications will be reviewed on a rolling basis, with priority given to those received by August 5<sup>th</sup>. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

### **ABOUT BROOKLYN CHILDREN’S MUSEUM**

Brooklyn Children's Museum ([www.brooklynkids.org](http://www.brooklynkids.org)) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of our borough, Brooklyn Children’s Museum’s mission is to create experiences that ignite curiosity, celebrate identity and cultivate joyful learning. Located in Crown Heights, Brooklyn, the Museum serves 300,000 children and adults annually through its exhibits, school, public, and after school programs.

### **EQUAL OPPORTUNITY EMPLOYMENT**

Brooklyn Children’s Museum is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies.