

Aperture Work Scholar Program Position Description Education & Public Programs

Department Overview

The Education Department is responsible for conceptualizing, producing, and managing a range of educational programs at Aperture Foundation as well as, on occasion, off-site. These include but are not limited to the following programs:

- Talks, Lectures, and Panel Discussions – conversations with leading curators, scholars, authors, photographers, collectors, and editors
- Tours – Aperture offers tours of current exhibitions or short talks to groups who would like to learn more about the foundation, its history, and its cultural impact
- Workshops – taught by master photographers who share their vision, critical knowledge, and hands-on skills with students
- Partnership with Parsons School of Design – this partnership offers lectures and conferences on issues including aesthetic practices, photography, technology, and visual culture
- Work Scholar Program – professional training in the fields of magazine and book publishing, editorial, marketing and design, communications, not-for-profit and exhibition management, development and arts education
- Calls for Entry – there are three open calls for submissions; the Paris Photo–Aperture Foundation PhotoBook Awards, the Aperture Portfolio Prize, and the Aperture Summer Open.

What You Can Expect to Learn

- How to contribute to the development of new educational programs in support of Aperture Foundation's mission
- What role education plays on a programmatic level at a not-for-profit devoted to a wide array of communication and creative endeavors
- How to create and conduct educational tours of Aperture exhibitions for a variety of age groups
- How to collaborate with artists to conceptualize, plan, promote, and manage hands-on workshops
- How to work with other departments to develop and promote educational programs
- How to manage class registrations and answer inquiries regarding educational events and programs
- How to conduct online educational research
- What *visual literacy* means and how to utilize it
- How to market, promote, and coordinate the Work Scholar Program

Departmental Duties

- Assist with developing content for the quarterly education newsletter
- Coordinate group visits and educational tours
- Assist with drafting educational materials, which include: learning guides, tour materials, exhibition resources, and procedure packets for work scholars.
- Contribute to the research of a strategic, targeted contact list for the department's various programs
- Maintain all customer service e-mail accounts (Education, work scholars, Summer Open, Portfolio Prize, and book awards)
- Help with the promotion of educational programming
- Assist instructors during weekend workshops (paid hours or comp time)
- Draft contracts, schedules, and other administrative documents
- Organize/purchase materials for classes and workshops
- Organize and maintain the "Resources" page online
- Assist with coordinating field trips, lunch seminars, and other educational activities involving the work scholars

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- Help to coordinate the next work scholar term by processing and circulating applications
- Assist with the with the organization and promotion of the calls for entry

General Work Scholar Responsibilities

- Complete pre-, mid-, and post-term evaluations
- Assist with front of house engagement and informational tours
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term)
- Kitchen duty (fridge and dishes)
- Assist with jurying the Aperture Portfolio Prize (Fall term)
- Work Saturdays, extended hours, and events (paid hours)

Requirements

An interest in arts education; some educational experience in photography is preferred; proficiency in Microsoft Office; phone, people, and social skills as well as excellent communication and grammar skills; ability to multitask and take initiative.

Suggestions

Have a positive outlook; know there is much to learn and experience!