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 hosted by Aperture Foundation. 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
- 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
- Educational Resources – Aperture offers free educational resources that can be used by educators when visiting Aperture’s travelling exhibitions or when reading Aperture’s publications.
- 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 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
- 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 PhotoBook 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
- 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

Aperture Foundation is a 501(c) (3) not-for-profit multiplatform photography publisher, and center for the photo community.
General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture’s mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit and Spring Party
- Participate in jurying the Aperture Portfolio Prize (Spring term)
- Work occasional events and extended hours (paid hours)
- Kitchen duty (fridge and dishes)

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.