

## Department Overview

The Education and Public Programs Department is responsible for conceptualizing, producing, and managing a range of educational programs at Aperture and 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.
- Professional Development Workshops – designed for new and experienced photography educators to create and interpret meaningful images.
- Work Scholar Program – professional training in the operation of a not-for-profit organization.
- Calls for Entry – there are three open calls for submissions; the Paris Photo–Aperture PhotoBook Awards, the Aperture Portfolio Prize, and the Creator Labs Photo Fund.
- Aperture On Sight – a curriculum designed to teach visual literacy through working with photography and creating photobooks.

## What you can expect to learn

This program is designed so that each work scholar works with a senior staff member one-on-one. In the beginning of each term, the department welcomes the work scholar and discusses the structure and organization while also asking for specific tasks that each work scholar wishes to refine. Midway through the session, staff and work scholars meet again to review the past month's projects and discuss the overall program, examine ways to improve, and provide feedback. There is also an exit meeting in which work scholars are invited to share what they learned and evaluate the program overall.

- How to contribute to the development of new educational programs in support of Aperture'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 programs.
- How to work with other departments to develop and promote educational programs.
- How to conduct online educational research.
- What visual literacy means and how to utilize it.
- How to organize and coordinate a call for entry from start to finish.

## Departmental Duties

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- Assist with drafting educational materials, which include: learning guides, exhibition resources, and procedure packets for work scholars.
- Assist with set-up and break-down of programs and events off-site.
- Write and circulate event descriptions for Aperture's public programs.
- Assist with coordinating field trips, lunch seminars, and other educational activities involving the work scholars.
- Maintain customer service e-mail accounts (Education, Work Scholars, Portfolio Prize, and Book Awards).
- Assist with the organization, execution, and promotion of the calls for entry.
- Assist Aperture's Teaching Artist in the classroom and in workshops, teaching visual thinking strategies.

## 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, as needed
- Assist at the Aperture Gala (Fall term)
- Work occasional events

## 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!

## TO APPLY

Please apply using the link below. Please send a resume and professional cover letter in one PDF attachment and describe how your skills and experience meet the qualifications.

<https://docs.google.com/forms/d/e/1FAIpQLSfw4QNxK3WE80BIDNLz4sbGGjNQ1P8DLIRiGO53BRIUMiK9Cw/viewform?usp=header>

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted. Aperture will be offering a salary of \$18 per hour to



start for this position. This position will start in July, 2025. This position is part-time at 24 hours a week.

The deadline for applications is **Friday, June 6, at 11:59PM**. If you have any questions, please reach out to **[workscholars@aperture.org](mailto:workscholars@aperture.org)**.

Aperture seeks to build a diverse and inclusive workforce and welcomes all applications, regardless of gender, race, sexual orientation, cultural background, disability, age, or religion. Diversity, equity, and inclusion are at the heart of our strategic thinking, and reflected in the selection of artists and writers that we publish, the engagement programs we present, and our ongoing work to diversify our staff and board.