

## Aperture Work Scholar Program Position Description Education & Public Programs

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Aperture is a nonprofit publisher that leads conversations around photography worldwide. From our base in New York, Aperture connects global audiences and supports artists through our acclaimed quarterly magazine, books, exhibitions, digital platforms, public programs, limited-edition prints, and awards. Established in 1952 to advance “creative thinking, significantly expressed in words and photographs,” Aperture champions photography’s vital role in nurturing curiosity and encouraging a more just, tolerant society.

### 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 two open calls for submissions; the Paris Photo–Aperture PhotoBook Awards and the Aperture Portfolio Prize.
- *Aperture On Sight*: a curriculum designed to teach visual literacy through working with photography and creating photobooks.

### What you can expect to learn

- 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

- Assist with drafting educational materials, which include: learning guides, exhibition resources, and procedure packets for work scholars.

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- 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.
- Help to coordinate the next work scholar term by processing and circulating applications.
- Maintain customer service e-mail accounts (Education, Work Scholars, Portfolio Prize, and Book Awards).
- Assist with the with the organization 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

- Gain working knowledge of Aperture's mission and role within the field of photography
- Join staff and project-specific meetings as necessary
- Participate in workshops and training sessions
- Complete pre-, mid-, and post-term evaluations

## Requirements

Excellent organizational, writing, and communication skills; an interest in arts education (some educational experience in photography is preferred); advanced knowledge of Microsoft Word and Excel; some experience with Adobe Photoshop and InDesign, and Mailchimp; ability to multitask and take initiative; strong people and social skills.

## 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.

## [Application Form](#)

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, 2026. This position is part-time at 24 hours a week.

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.