

AmeriCorps Volunteer – Arts & Culture Education Assistant
40hrs/wk. (1700 hrs./year minimum)
Living Allowance \$22,100/year
Education Award upon completion \$7,395.00
Health Benefits are available for full-time positions through the Appalachian CARES/AmeriCorps Program

Position to Start mid-August 2024.

Schedule: Monday- Friday, 8am – 5pm. Outreach activities may include weekends or evenings.

GENERAL: The Appalachia CARES program is a grant-funded AmeriCorps program. It is sponsored by the Clinch-Powell Resource Conservation and Development (RC&D) Council. The position location is the Town of Jonesborough, McKinney Center.

The Arts & Culture Education Assistant is a full-time position especially geared toward newly graduated college students who would like to build experience working in the arts, especially around exhibitions, art education, and community building. Working alongside and mentoring with the Community Programming Specialist, this position provides daily opportunities to engage in artistic program development as well as personal growth. The Arts & Culture Education Assistant will assist the McKinney Center staff in implementing a wide array of programming, including planning and installation of exhibitions, researching and creating tours of the building, developing programming using exhibition content and historical research, and implementing art opportunities for youth at regional fairs and festivals. In addition to assisting the staff, this position is also intended to help build the applicant's resume and portfolio of work for entry into the work force.

The position is funded through Appalachia CARES AmeriCorps Program averaging no more than forty (40) hours per week and is directly accountable to the McKinney Center Director. The AmeriCorps Volunteer will work with all Town program staff to help ensure the effective use of the StoryTown Initiative of the McKinney Center at Booker T. Washington School, as well as other McKinney Center programming.

*Before applying please review information about Appalachia CARES/AmeriCorps Program here: <https://clinchpowell.net/content/appalachia-cares>

Benefits of the AmeriCorps Program are not provided through the Town of Jonesborough but are provided through the RC&D Council and the AmeriCorps Program including: Living Allowance, Health Benefits, Child Care Benefits, Student Loan Forbearance, Education Aware, Occupational Compensation and AmeriCorps Member Service Gear.

DUTIES

1. Onsite and offsite History Education and Research – The main project to be completed by this position is to create a 45-minute guided tour of the McKinney Center building and past occupants, its past use, and current use. This will include:
 - a. Reading and using past collected oral histories.

- b. Conducting new oral histories of alumni, faculty, and staff of Booker T. Washington School.
 - c. Archival and library research.
 - d. Organization and preservation of research and past and present oral histories.
 - e. Write one page article per month about research for the McKinney Center Member Newsletter.
 - f. Script and film a 12 – 15 minute historically focused feature, once per month for social media.
 - g. Change out one tabletop exhibit case once per year.
2. Onsite and offsite Education outreach – the second focus of this position will be to assist McKinney Center with onsite classes when necessary and to plan and implement outreach activities throughout the region.
 - a. Assist with summer camps, including checking in and out students. Fixing snacks, supervising breaks.
 - b. Assist with semester classes and workshops, including checking in and out students, helping teachers set up and/or clean up, assisting classes with students that need extra help.
 - c. Plan and implement projects for events offsite. This will include ordering supplies, preparing the project prior to the event, transporting tables and materials to the site, acclimating volunteers to the projects, etc.
 - d. Conducting fundraising nights at local businesses.
 - e. Cleaning and organizing art spaces and supplies.
3. Staffing the building after hours for classes and rentals when needed.
4. Assist Director with exhibitions.
 - a. Organizing entry submissions and photographs digitally.
 - b. Installation of artwork, creation and installation of labels, etc.
 - c. Creating videos of artists for online publication.
 - d. Creating and implementing educational programming to enhance exhibitions.
 - e. Organizing exhibition supplies and spaces.
5. Depending on experience and degrees, position may teach art classes and workshops when appropriate.
6. Assist and staff fundraisers and events.
7. Other duties as assigned.

ABILITIES & KNOWLEDGE:

Knowledge or degree in a studio art or multiple mediums a plus.

Ability to work closely with different groups to increase participation in activities and inclusiveness in program offerings.

Office experience is necessary and the ability to create and use various computer software such as word, excel, publisher, etc.

Knowledge and ability to use of social media platforms.

Ability to communicate well, providing direction to volunteers and program participants, as well as understanding of programmatic goals.

Ability to enhance diverse participation in classes, activities, and events.

Ability to work with others, and develop consensus on priorities that enable building use and program development to proceed smoothly.

Clear understanding of the vision of the McKinney Center, and ability to articulate this vision to other staff, committees, community groups, potential donors and sponsors.

TO APPLY:

- 1. Review the Appalachia CARES/AmeriCorps Program details here:**
<https://clinchpowell.net/content/appalachia-cares>
- 2. Fill out the Appalachia CARES/AmeriCorps application here:**
<https://form.jotform.com/91985340536262>
- 3. Before submitting, print and save your application.**
- 4. Email your saved application to theresah@jonesboroughtn.org**
- 5. Click “submit” and submit your application to Appalachia CARES/AmeriCorps.**
- 6. The application and reference links are below. Send the reference link out to two references and also upload a copy of Driver License with the application. The references will submit the form directly to the ClinchPowell RC&D Council via the Jotform. <https://form.jotform.com/92056233046148>**

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