



## Job Description

Downtown Aurora Visual Arts (DAVA) is dedicated to strengthening the community through the arts with a primary focus on youth engagement. Dynamic year round arts programming for ages 3-18 ensures all youth can participate in free, active learning options outside of school. DAVA directly supports marginalized youth by providing high-quality education programs, opportunities for positive creative expression, and job training. Because programs are ongoing and sequential, most students continue to attend for multiple years with recurring opportunities to develop communication, life, and leadership skills.

### Title: Program Assistant

**Primary Purpose:** Assist Program Managers with implementing, teaching, and administering the Open Studio, Family Arts, Job Training in the Arts & Technology, and Creative Action by Teens programs. There are additional opportunities for interns to take on special projects in marketing, graphic design, grant-writing, and other areas of interest, as requested. An intern could also assist with DAVA's summer youth film program in partnership with the Colorado Film School, if filmmaking is an area of specialty.

**Supervisor:** Viviane Le Courtois, Program Manager

**Schedule:** Monday through Friday, 9:00am – 5:00pm

### Responsibilities

#### 1. Teaching (50%):

- a. Demonstrate and create various art projects with students
- b. Help students with their art projects using constructive feedback
- c. Supervise youth in meeting goals and respecting rules
- d. Serve snacks

#### 2. Classroom (25%):

- a. Help keep the classrooms/studios clean and organized: wipe off tables, sweep and mop, gather and clean tools; return all supplies and tools to original location; clean bathrooms as needed
- b. Help load/unload kiln
- c. Assist with organizing supplies or other special projects as requested by the Program Managers

#### 2. Administrative Duties (25%):

- a. Promote programs and distribute flyers (schools, daycares, libraries, churches) as requested by the Program Managers
- b. Attend any planning/training meetings as requested by the Program Managers or Executive Director
- c. Assist with entering/tracking attendance data for classes as requested by the Program Managers

#### 3. Essential Conditions for Hire:

- a. Background checks are required for all DAVA employees, volunteers, and interns