

Education Assistant



POSITION OVERVIEW

The Japanese Friendship Garden of Phoenix – RoHoEn – is an authentic 3.5-acre Japanese stroll garden with a tea garden and a tea house. This tranquil and beautiful setting features more than 1,500 tons of hand-picked rock, stone foot bridges, lanterns and more than 50 varieties of plants. As you stroll the path, you will enjoy flowing streams, a 12-foot waterfall, and a koi pond with over 300 colorful koi fish.

The mission of the Japanese Friendship Garden of Phoenix is to provide a beautiful place of serenity, peace, education, and cultural engagement.

The Education Assistant provides support for the implementation, development, and innovation of engaging experiences at the Japanese Friendship Garden of Phoenix which celebrate the rich arts, culture, and history of Japan.

COMPENSATION AND BENEFITS

Schedule:	40 hours/week
Wage:	\$18.00/hr, \$100 monthly cell/internet stipend
Status:	Full-time; non-exempt
Benefits:	40 hours vacation, 40 hours paid sick time, eligible to enroll in JFG medical benefits program
Reports to:	Education Curator
Employer:	Japanese Friendship Garden of Phoenix, Inc.

RESPONSIBILITIES

- Assists with implementation, development, and innovation of all Garden educational programming including classes/workshops, tours, exhibits, events, and piloting off-site outreach opportunities.
- Provides excellent customer service to program registrants and participants. Troubleshoots registration and responds to questions via phone and email.
- Assists on-site with execution of educational programming, serving as primary staff point of contact for classes/workshops and First Fridays. Duties include but are not limited to artist support, participant check-in, overseeing volunteers, and setup and tear down of supplies and equipment.
- Performs maintenance of program management software, including building online listings for registration, monitoring capacity, and assisting with reporting.
- Responsible for coordinating with Private Rentals Manager, Garden Curator, and Gift Shop management to maintain master events calendar.
- Responsible for providing needed supplies for and tracking supply inventory.
- Collaborates with Volunteer Coordinator to schedule private workshops and ensure volunteer coverage for programs.
- Supports Education Curator and Marketing & Outreach Coordinator with marketing plans related to programming. Serves as back-up for website and social media updates as needed.
- Executes program surveys in alignment with program goals and Garden brand standards; collects and shares feedback with Education Curator.
- Assists Education Curator with all expenses and month-end reporting. Supports staff with reaching revenue goals.
- Other duties as assigned by the Education Curator and Executive Director

JOB REQUIREMENTS

- Bachelor's degree in art, art history, history, or related field, or work experience equivalent
- High levels of passion and enthusiasm for Japanese gardens and/or Japanese arts and culture
- Proficiency in written and spoken Japanese language a plus
- Excellent customer service skills
- Ability to thrive with independent work and collaborate in a team
- Must be able to lift and carry up to 30 lbs. Standing and walking in an outdoor setting is required 50% of the time.

TO APPLY

Email cover letter and resume as attachments to info@jfgphx.org with the subject line Education Coordinator

Japanese Friendship Garden of Phoenix is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.