

Sheldon Arts Foundation
Education Assistant
June 2026

Position Title: Part- Time Education Assistant

Reporting to: Laurel Wacyk, Director of Education and Engagement

The Sheldon seeks a motivated, responsible, organized, creative person with a passion for arts education to serve as a part-time education assistant. The education assistant will coordinate the logistics of the school-based STEAM programs and serve as an assistant for robust and meaningful educational programming in 14-21 hours per week.

About the Sheldon

The Sheldon is a nonprofit organization which presents concerts by the world's greatest artists in its historic Sheldon Concert Hall, quality visual art exhibits in its adjacent Art Galleries and important education programs that change the lives of thousands of children in the St. Louis community and beyond. The Sheldon hosts over 350 events per year and welcomes over 100,000 visitors.

Built in 1912 as the Ethical Society of St. Louis, The Sheldon consists of a 700-seat concert hall, a 300-seat ballroom, a 500-seat banquet room and art gallery. With a committed board of directors, The Sheldon has positioned itself as a financially stable artistic gem in the heart of St. Louis' Grand Center Arts District.

ROLES AND RESPONSIBILITIES

The education assistant manages the logistics of our STEAM programs, including communications with teachers, scheduling teaching artists visits to classrooms, orchestrating the evaluation and collection of projects for the STEAM reception, and documenting and collecting impact of the projects. They provide guidance to teachers on successful implementation of the program, and visit classrooms to assist with the project build, offering feedback to teachers and students.

The education assistant also provides support for education concerts, helping manage behind-the-scenes and front-of-house needs for hosting student groups and gallery tours. They support a variety of other projects as a contributing member to the programming team and the staff at The Sheldon.

REQUIREMENTS

- A bachelor's degree preferred, or equivalent related work experience.
- Previous experience working in the field of performing arts, *experience in arts education preferred.*
- Strong written and verbal communication skills.
- Must be able to climb stairs, sit or stand for long periods of time indoors or outdoors, lift up to 25 lbs.
- Demonstrated proficiency in Microsoft Suite programs, or other technology, with an ability to learn new software.
- Excellent interpersonal skills, organization, diplomacy, and discretion.

- Ability to work with individuals of various personality types, sensitivities, and cultural backgrounds.
- A valid U.S. driver's license or state issued I.D., and own transportation for travel.
- Because this position works closely with children, The Sheldon will conduct a background check before the commencement of employment.

TERMS OF EMPLOYMENT

- \$25 per hour, averaging 14-21 hours per week, mostly weekdays 9-5 with a one-hour unpaid lunch, with occasional nights or weekends for special events.
- This part-time position is not eligible for benefits, holiday pay, or paid time off.
- This position is eligible to participate in the 401k plan after satisfying the eligibility requirements.
- This annual position is renewable.

HOW TO APPLY

Interested candidates are invited to submit their resume and cover letter to lwacyk@thesheldon.org with the subject line "Education Assistant - [Your Name]."