

## **Visual Arts Studio & Maker/Tinkering Specialist**

**Organization:** Cayton Children's Museum

**Reports to:** President & CEO

**Works Closely With:** Program Experience Manager Team

**Classification:** Part-Time, Non-Exempt (Hourly)

**Schedule:** 3 days per week, including Saturdays and Sundays

22.5 hours total (includes occasional evenings)

**Compensation:** \$30–\$35/hour, commensurate with experience

## **About the Cayton Children's Museum**

The Cayton Children's Museum is a nonprofit organization that activates the power of play to enrich the lives of children and their families, build stronger and more connected communities, and nurture a more compassionate and equitable society.

Through hands-on exhibits, creative programs, and community partnerships, the Cayton provides opportunities for children to practice empathy, imagination, problem-solving, and collaboration every day.

Serving more than 150,000 visitors annually, the museum is located at Santa Monica Place and engages children ages 0–10 through exhibits, performances, and short interactive programs delivered throughout the day.

## **Position Overview**

The Cayton Children's Museum is seeking a Visual Arts Studio & Maker/Tinkering Specialist — a creative, collaborative educator who is passionate about using visual arts, hands-on making, and open-ended tinkering to inspire young children and families through play-based learning.

This part-time role will lead the development of visual arts and maker-centered programming at the Cayton, with a particular focus on the museum's Art Studio as its



primary home base. Operating daily from 9:30 AM to 4:30 PM, the Art Studio is a central creative space within the museum, and this role will help shape it into a dynamic, inviting, and consistently high-quality environment for children and caregivers.

A major focus of this role is to bring outside visual artists, makers, tinkerers, designers, and other creative practitioners from across Los Angeles into the Art Studio to connect directly with children and families. The Specialist will cultivate these relationships, translate visiting artists' practices into developmentally appropriate experiences, and build a studio culture that helps children see artists and creative professionals as real people in their own city whose work they can engage with, learn from, and imagine themselves doing.

The Specialist will curate, implement, and refine specialized arts, making, and tinkering activities within the studio; design and support short-form Daily Drop-In experiences and monthly Big Feelings Weekend programs; train frontline Play Guides through ongoing coaching and professional development; and work directly with the Program Experience Manager Team to strengthen the quality, consistency, and creativity of facilitation across the museum.

The ideal candidate brings both subject-matter expertise and early childhood engagement skills, along with the ability to collaborate with staff, build systems for repeatable studio programming, and develop partnerships with relevant cultural, educational, or community organizations across Los Angeles.

This role contributes to the Cayton's mission to activate the power of play to build curiosity, empathy, creativity, confidence, and lifelong learning.

## **Position Summary**

The Visual Arts Studio & Maker/Tinkering Specialist develops and leads programming that introduces children and families to visual arts, design thinking, building, and creative problem-solving through playful, participatory experiences centered primarily in the Cayton's Art Studio, while also supporting connections to the museum's Daily Drop-In format and monthly Big Feelings Weekend programming.

Programs are designed to be developmentally appropriate, inviting, and repeatable, with a mix of studio-based experiences that can remain active throughout the day, shorter



facilitated Daily Drop-In sessions of approximately 20 minutes, and specially designed monthly Big Feelings Weekend creative experiences that connect art-making and tinkering to social-emotional learning themes.

The Specialist will design original studio activities, establish systems for daily implementation, lead sessions when scheduled, train Play Guides and other frontline staff through facilitation training and professional development, and cultivate partnerships with artists, makers, fabricators, tinkerers, designers, and creative organizations across Los Angeles whose work can be meaningfully adapted for family audiences.

## KEY RESPONSIBILITIES

### Program Development & Delivery

- Curate and develop specialized visual arts, making, and tinkering activities for the Cayton's Art Studio as the primary focus of the role.
- Design interactive 20-minute programs that align with the Daily Drop-In structure and connect to the studio when appropriate.
- Design or contribute to monthly Big Feelings Weekend programs that connect visual arts, making, and tinkering to social-emotional learning themes, family participation, and museum-wide program goals.
- Create age-appropriate activities for children ages 0–10 that encourage participation, imagination, experimentation, and caregiver involvement.
- Develop studio experiences that may include collage, sculpture, drawing, printmaking, recycled-material building, cardboard construction, sensory art, simple tools, design challenges, and open-ended maker prompts.
- Lead or co-lead studio sessions, Daily Drop-In programs, Big Feelings Weekend experiences, and special creative programming events.
- Develop seasonal or thematic program rotations connected to museum initiatives.
- Observe audience engagement and refine programming accordingly.

### Studio Leadership & Experience Design

- Help define the Art Studio as a signature creative space within the museum, active daily from 9:30 AM to 4:30 PM.



- Create systems for rotating projects, material presentation, cleanup, replenishment, and safe facilitation.
- Ensure studio activities are visually appealing, developmentally appropriate, and feasible for daily implementation by museum staff.
- Balance process-based art and child-led tinkering with practical operational needs, including safety, reset time, and supply management.
- Recommend improvements to studio layout, workflow, tools, and materials that strengthen the visitor experience.
- Build a studio environment that regularly reflects the presence, practices, and influence of working artists and makers from across Los Angeles.
- Help shape the Art Studio as a flexible platform for daily programming as well as larger monthly special program moments.

## Community & Partner Engagement

- Build relationships with Los Angeles visual artists, makers, tinkerers, designers, fabricators, arts organizations, maker spaces, and creative education partners.
- Identify and recruit outside creative practitioners whose work can be translated into child-centered experiences in the Art Studio.
- Coordinate guest artists, makers, and creative professionals who may lead workshops, demonstrations, open studio experiences, Daily Drop-In sessions, or Big Feelings Weekend collaborations.
- Serve as the bridge between outside creatives and the museum, helping shape concepts into experiences that are accessible, welcoming, and developmentally appropriate for children ages 0–10 and their caregivers.
- Represent the Cayton at relevant community, museum, arts, maker, and education gatherings.
- Support collaborative programming that expands the Cayton's reach and introduces children and families to the broader creative community of Los Angeles.
  - Help build a pipeline of recurring guest collaborators so the Art Studio becomes a known entry point for Los Angeles creatives to engage with young children and families.

## Staff Training & Mentorship

- Develop training modules that help frontline Play Guides and studio staff facilitate experiences related to visual arts, making, and tinkering.



- Provide coaching to Play Guides and other frontline staff on engagement techniques, material setup, creative facilitation, studio flow, and process-based learning.
- Facilitate ongoing professional development for Play Guides in partnership with the Program Experience Manager Team.
- Train staff to support and host guest artists and creative practitioners in the Art Studio with warmth, clarity, and consistency.
- Collaborate directly with the Program Experience Manager Team to integrate visual arts and maker practices into daily museum experiences.
- Help staff understand how to balance child-led creativity with safety, accessibility, and smooth program flow.
- Support consistency in the quality and tone of the Art Studio experience across all open hours.

## Operational Support

- Maintain materials, supplies, and equipment used in studio programming and related museum activities.
- Organize art and maker materials in ways that are accessible, safe, attractive, and easy for staff to replenish.
- Support special events, outreach programs, museum celebrations, and monthly Big Feelings Weekend implementation.
- Participate in staff meetings, training sessions, and museum-wide initiatives.
- Help develop practical systems for reusable materials, donated supplies, and low-waste creative programming.
- Assist in coordinating schedules, setup needs, and material planning for guest artists and creative collaborators working in the studio.

## Qualifications

- Bachelor's degree in Visual Arts, Art Education, Museum Education, Design, Early Childhood Education, or related field — or equivalent professional experience.
- Minimum 2 years of experience working with children and families in educational, artistic, museum, maker, or cultural settings.
- Demonstrated ability to translate visual arts or maker/tinkering expertise into engaging, child-centered experiences.



- Strong understanding of early childhood development, process art, open-ended learning, and inclusive engagement practices.
- Experience facilitating hands-on creative activities with varied materials and age groups.
- Experience designing or managing studio-based creative environments strongly preferred.
- Demonstrated experience working with artists, teaching artists, makers, or community-based creative partners strongly preferred.
- Experience designing programs that connect creative practice with social-emotional learning strongly preferred.
- Strong knowledge of, or relationships within, the Los Angeles arts and creative community preferred.
- Excellent communication and interpersonal skills.
- Ability to work weekends and occasional evenings.
- Familiarity with Microsoft Office required; experience with Versai or TriNet a plus.

## Physical Requirements

- Frequent movement within museum spaces.
- Ability to lift and move materials up to 25 lbs.
- Comfort engaging actively with children and families in play-based activities.
- Ability to set up, reset, and clean creative workstations and maker materials.

## Work Environment

This position operates in a dynamic museum environment serving children, caregivers, and educators throughout the day. The role is centered primarily in the Cayton's Art Studio, which operates daily from 9:30 AM to 4:30 PM, and also includes support for museum-wide programming, indoor and outdoor activities, monthly Big Feelings Weekend programs, and occasional off-site community events.



## 90-DAY WORK PLAN & DELIVERABLES

### First 30 Days

- Observe existing studio use, Daily Drop-In programs, and Big Feelings Weekend structures to understand visitor flow, facilitation style, and audience engagement.
- Develop three pilot studio-based program sessions related to visual arts and maker/tinkering.
- Draft one concept for a visual arts or maker-centered Big Feelings Weekend experience.
- Assess current studio materials, layout, supply systems, and facilitation needs.
- Organize program materials and supplies.
- Draft initial Play Guide and studio staff training module.
- Identify an initial list of Los Angeles-based artists, makers, tinkerers, and creative partners aligned with the Art Studio vision.

### Days 31–60

- Launch two original studio-based experiences into the regular schedule.
- Conduct first training session for Play Guides and relevant studio staff.
- Begin outreach to at least five Los Angeles artists, makers, or creative partner organizations.
- Develop a preliminary calendar for guest artists, makers, or collaborators.
- Refine supply lists, storage systems, and studio workflows to support repeatable daily implementation.
- Advance planning for at least one upcoming Big Feelings Weekend creative activation.

### Days 61–90

- Integrate three studio program offerings into the regular rotation.
- Implement ongoing staff training and professional development plan for Play Guide and studio facilitation.
- Confirm first guest artist or maker collaborations.



- Support or launch an initial Big Feelings Weekend visual arts or maker-centered experience.
- Present brief written evaluation outlining engagement outcomes, operational recommendations, and next-phase program ideas.
- Recommend future directions for the Art Studio as a signature Cayton space for visual arts and maker/tinkering experiences, including a framework for recurring outside creative participation and monthly special program design.

## Job Description Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties may be modified at any time to meet the evolving needs of the organization, in accordance with applicable employment laws.

## How to Apply

We welcome applicants from all backgrounds. To apply, please submit your resume and cover letter showcasing your experience to [hr@caytonmuseum.org](mailto:hr@caytonmuseum.org) with **Visual Arts Studio & Maker/Tinkering Specialist** in the subject line. If you're excited about the role but don't meet every requirement, we still encourage you to apply.

