

PT - VisAbility Art Lab Manager (Part-Time)

Reports to: Director - VisAbility Art Lab

Status: Part-time, 10 hours per week

Hourly Rate: \$30/hour

VisArts seeks a team of enthusiastic Part-Time VisAbility Art Lab Managers to support our inclusive studio program for artists with autism and intellectual and developmental disabilities. This hands-on role provides direct support to artists during studio sessions, creating a welcoming environment where artists explore creativity across multiple media, develop skills, and prepare work for professional exhibition and sale.

ABOUT VISARTS

VisArts is a nonprofit arts center in Rockville, MD, with art classes and camps, four contemporary galleries, studios, artist residencies and fellowships, a supported studio program for artists with disabilities, and community outreach programs. We are a home for meaningful connection through creative expression, providing inclusive visual arts creation, instruction, and presentation.

The VisAbility Art Lab celebrates its 10th anniversary in 2026! Located at 156 Gibbs Street, the Lab provides artists with autism and intellectual and developmental disabilities a place and resources to create art across ceramics, glass, digital art, painting, drawing, and sculpture. Fully incorporated into VisArts, artists enjoy all benefits of an organization with four galleries, a studio artist program, and extensive classes. The program runs Monday-Thursday, 10am-2pm, with half-day and full-day sessions. Additional exhibition and sales events occur monthly often during evening and weekend hours. Since launch, artists have sold over \$45,000 of art and exhibited at venues including Round House Theater and the American Visionary Art Museum.

WHAT YOU'LL DO

STUDIO SUPPORT (50%)

- Greet artists warmly and create welcoming atmosphere
- Assist in selecting projects and exploring techniques across ceramics, glass, digital art, painting, drawing, and sculpture
- Provide hands-on support with materials and technical processes; set up and organize studio spaces including tables, supplies, and materials
- Support artists during creative work with encouragement and assistance
- Help with cleanup including washing brushes, cleaning tables, and organizing materials
- Prepare ceramics and glass for kiln firing; coordinate transport to/from main building and maintain supply inventory
- Assist with virtual studio setup and troubleshooting to ensure technical support during Zoom sessions

VIRTUAL STUDIO (20%)

- Co-facilitate daily virtual sessions via Zoom (10am-12pm)
- Engage remote artists through conversation, virtual tours, and technical support
- Monitor Zoom chat, facilitate positive interactions, and help connect virtual artists with studio community

DOCUMENTATION, EXHIBITIONS & SHOWS (15%)

- Photograph completed artwork for archives, online store, and marketing; upload to digital storage and e-commerce platforms
- Prepare artwork for sale and exhibition including matting, framing, and pricing
- Assist with packing and preparing artwork for annual exhibition, Rockville Arts Festival, and external venues
- Support exhibition setup, installation, and de-installation
- Staff evening and weekend exhibitions, open studios, and shows to welcome visitors and facilitate sales
- Provide artist support and encouragement to promote and engage with visitors and potential buyers

ADMINISTRATIVE SUPPORT (10%)

- Assist with artwork sales transactions; record daily artist hours and assist with monthly invoice preparation
- Help maintain supply inventory across all media and identify reorder needs; support studio organization

ARTIST ENGAGEMENT (5%)

- Engage artists in conversation about their work, opportunities, and interests; build genuine connections and foster inclusive community atmosphere

QUALIFICATIONS

- Experience working with individuals with autism and/or intellectual and developmental disabilities (arts, education, recreation, or support settings)
- Hands-on experience with visual arts materials and basic techniques; comfortable with painting, drawing, ceramics, and mixed media (glass fusing, digital art, or sculpture a plus)
- Strong interpersonal skills and ability to connect with diverse artists
- Basic technology skills including Zoom, email, digital photography, and online platforms
- Reliable, punctual, and able to work independently and as part of small team
- Physical ability to set up studio spaces, move supplies, and assist with exhibition installation
- Genuinely positive, patient, and flexible with warm, authentic approach and commitment to person-centered support

If you're excited about this role but your experience doesn't align perfectly with every qualification, we encourage you to still consider applying.

COMPENSATION & BENEFITS

- Hourly Rate: \$30/hour
- Schedule:
 - Part-time, 10 hours per week as scheduled including studio sessions at 156 Gibbs Street (Monday-Thursday 10am-2pm)
 - plus time for documentation, exhibitions, and administrative tasks. Schedule coordinated with Director.
- Three PT positions available.

TO APPLY

Submit resume and cover letter describing your experience with individuals with autism and developmental disabilities and your interest in inclusive arts to careers@visartscenter.org

Cover letters are optional but welcomed. Applications reviewed on rolling basis. Positions open until filled.

VisArts is an equal opportunity employer.