



Position Description: Art Educator

Working under the supervision of the Assistant Director for Education & Community Engagement, the Art Educator is responsible for the development and execution of classes and workshops for children and adults in a variety of media, such as but not limited to visual arts, dance, creative writing, ceramics, and performing arts. **They are responsible for the following duties:**

- a. Working with the Assistant Director for Education & Community Engagement to develop content and educational outcomes for assigned classes
- b. Teaching assigned classes.
- c. Assist in developing and leading art lessons or projects for birthday parties and other onsite and offsite CAC programs and events as needed.
- d. Preparing and setting up studios for assigned classes.
- e. Cleaning up and returning studios to original configuration and cleanliness after assigned classes.
- f. Supply Management
 - i. Creating materials lists for assigned classes
 - ii. Conducting regular inventory of studio supplies related to assigned classes.
 - iii. Assuring that supplies are organized and stored in designated locations.
 - iv. Assuring tools and equipment are cleaned and stored appropriately.
 - v. Assuring materials and tools are cared for and used appropriately.
 - vi. Recommending appropriate supplies for assigned classes.
- g. Communicating and enforcing CAC Art Studio and other related policies.
- h. Maintaining a helpful and friendly approach to customer service, staying informed of CAC and class news to share with students.
- i. Distributing administrative materials and class evaluations as required.
- j. Efficiently dealing with incidents, problems and emergencies as outlined by policies and procedures.
- k. Completing required training courses as required.

Schedule, Pay & Requirements

Class schedule is variable.

Pay rate: \$20-\$30/hour. Based on experience.

Must be fingerprinted using LiveScan service (available through the CAC)

Must provide a negative TB test (available through the CAC)

Skills/Experience

- 1) Knowledge of a specific art medium.
- 2) Able to create work in their specific art medium.
- 3) Able to demonstrate techniques in their specific art medium.
- 4) Able to assess age appropriateness of lessons and materials in the studio.
- 5) Strong communication skills.
- 6) Organized, detail and process oriented.

Physical Activities Required

Setting up and taking down folding tables.

Lifting and moving chairs.

Moving, lifting and carrying up to 50 pounds.

Standing, crouching, reaching, and walking.

Education

BFA or MFA in their artistic medium (preferred)

Applicants with at least four years of practical experience in their artistic medium will be considered for the position.