



CATHEDRAL ARTS PROJECT

Teaching Artist Position Description 2017-2018

Reporting Structure

Position reports to the Director of Programs.

System of Compensation

Position is part-time on a per-project basis. Hourly compensation is dependent on experience.

Overview

The Cathedral Arts Project is seeking teaching artists that are both centered in strong artistic practice and have the desire to share the skills and knowledge of their artform with students and community members. Teaching artists are responsible for standards-based instruction of a visual or performing arts class. Successful candidates should have established classroom management and curriculum development skills specific to Title 1 schools and must be flexible, versatile and willing to pivot their teaching and plans as needed.

Essential Responsibilities

- Demonstrate mastery of the skills, knowledge and practices of your art form through original lessons; make relevant connections to classroom curricula; and be willing to adapt and implement existing curricula in a creative way.
- Provide instruction for primary/secondary students on public school campuses, including Title 1 schools, as well as at libraries, community centers and other similar locations.
- Nurture and maintain professional and positive relationships with classroom teachers, school administration and families of students.
- Maintain classroom management and constant supervision of no more than 30 students per class.
- Arrange and participate in on-site recruitment of students at the program site. Ensure enrollment forms are distributed, collected and returned to CAP for all participating students.
- Work with CAP staff to facilitate opportunities for students to perform and/or exhibit their artwork at the program site and in the community during the academic year. Assist with field trips and guest artist visits as needed. Prepare students for exhibitions or performances such as CAP's annual Visual and Performing Arts Showcases.
- Monitor and remain within allocated budget for classroom supplies.
- Attend CAP teaching artist meetings as requested.
- Be accountable for paperwork as required, including attendance, pre- and post-program skills assessments, etc.
- Organize all materials for each lesson ahead of time and transport all materials to school for individual programs.
- Work collaboratively and cooperatively within a team as well as independently.

- Maintain a positive ‘can do’ attitude; be proactive, flexible, and show initiative with projects, planning, and all activities related to this position.
- Practice strong organizational and time management skills.
- Carry out other duties as requested by the Chief Program Officer and Director of Programs in support of other strategic goals.

Qualifications

- Bachelor’s degree in education, art, music, theatre, dance, media arts, or related field, or at least two years of experience working in a related field.
- Active artistic practice, including recent performances and/or exhibitions of work.
- Experience implementing arts-based curriculum for children in a structured learning environment.
- Excellent written and oral communication skills.
- Understanding of basic office computer programs such as Microsoft Word, Excel and Outlook.
- Dual-language Spanish speaker preferred.

Requirements

- Responsible for transportation to and from office and program site(s).
- Available via cell phone during work hours.
- Pass official Level 2 background check as outlined by Florida state law.
- Complete mandatory sexual misconduct and cultural diversity training.

Performance Appraisals

First year teaching artists will have semi-annual performance appraisals and returning teaching artists will have annual appraisals. Site visit observations, along with interviews with the site director or principal, will be used to evaluate the teaching artist in the following areas: overall performance characteristics and competencies; attendance, planning and preparation; class management and student rapport; creativity and innovation in art form; student participation and understanding; and communication and rapport with school and site officials.