

JOIN THE CAP TEAM



# Petway Teaching Artist Fellow in Visual Arts

**Position: Full Time, Salaried**

**Location: Jacksonville, FL**

**Department: Program**

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## About CAP

The Cathedral Arts Project is a nationally recognized nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for school aged children in Northeast Florida. The driving force behind all CAP programs is the belief that the arts matter—they provide essential skills, like creative thinking, perseverance, teamwork, and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville, CAP offers a culture of creativity and teamwork right in the heart of downtown Jacksonville.

The arts have the power to inspire, unite and create change. At CAP, we embrace collaboration and strive to grow and diversify our partnerships to provide equitable access to arts education that impacts children for the rest of their lives.

We respect and value all identities and differences. We encourage authentic self-expression and are committed to fostering and maintaining an inclusive, supportive and safe environment for all. We proactively pursue, engage and seek to understand diverse perspectives, because when everyone is empowered, creativity and innovation thrive. We are stronger together.

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## Position Overview

In 2017, CAP's board, staff and key stakeholders gathered to rethink, redefine and reimagine how to expand CAP's reach to more children while maintaining its standards of excellence. What emerged is a fellowship model that allows CAP to reach more children in more ways while strengthening the arts throughout our community and building a sustainable future for CAP and its teaching artist fellows.

The full-time Petway Teaching Artist Fellow in Visual Arts should be centered in strong artistic practice and have the desire to share their skills and knowledge for the benefit of children and the community. The fellow is responsible for visual arts-based education and arts integration instruction in multiple schools or community sites throughout Duval County during the school year and summer. They will need to pivot teaching plans for a variety of student populations, grade-levels and learning environments, and be responsible for classroom management and curriculum development.

When not leading students, the fellow is responsible for overseeing the successful management of their classes, including but not limited to supply purchases and delivery, attendance tracking and reporting, and student data compilation.

The fellow will be employed as a full-time employee of CAP and will report to the Vice President of Programs. The fellowship has an anticipated start date of August 1, 2023.

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## Essential Responsibilities

### Classroom Facilitation

- Instruct students for approximately 18 instructional hours per week, using various teaching methods such as discussions, demonstrations and hands-on activities. Classes will have no more than 25 students and may include public or charter school campuses, community centers and similar locations.
- Demonstrate mastery of the skills, knowledge and practices of visual arts education and arts integration through original lessons; make relevant connections to classroom curricula; adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Prepare students for a lifetime engagement with the arts by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Establish clear objectives for all lessons, units and projects and communicate those objectives to students for afterschool, arts integration and guest artist workshops.
- Plan and supervise class projects, field trips, visits by guest artists or other experiential activities, and guide students in learning from these activities.
- Prepare a supply list and materials needed for class activities and projects and submit monthly to the Program Manager for purchase.
- Collaborate with site administration, such as principals, assistant principals, teachers or guidance counselors, to create lessons that enhance both artistic and educational goals.

- Define, evaluate, establish, and observe measurable artistic goals and objectives that can be implemented in the classroom to support student learning.
- Arrange and participate in student recruitment and manage communication with families. Ensure enrollment data for each student is collected and entered in the QuickBase database.
- Nurture and maintain professional and positive relationships with classroom teachers, school administration, student families, CAP staff and other CAP teaching artists.
- Facilitate opportunities for students to exhibit their work. Assist with field trips and guest artist visits. Prepare students for all exhibitions, including the annual Visual Arts Showcase.

### **Administrative**

- Maintain accurate and complete student records including attendance, pre- and post-program assessments, student surveys and other evaluations.
- Prepare reports on students and activities as requested by the Advocacy & Communications Team. Information about classrooms, students and families will be shared on social media, print media, blog posts, etc. in support of CAP's strategic initiatives.

### **Professional Development**

- Attend professional meetings, educational conferences and teacher training workshops to maintain and improve professional competence. Seek opportunities for professional growth in areas of pedagogy, arts integration, classroom management, specialty within the artform, general nonprofit management skills or other related areas.
- Develop lasting connections with community leaders, nonprofit professionals, clinicians, educators and artists throughout the Jacksonville community.

### **Special Events**

- Provide support during occasional special events. This may include night and weekend hours.
- Prepare student exhibitions for events, provide content for written communications and attend speaking engagements on behalf of CAP to assist with the organization's development efforts.

### **Other**

- Carry out other duties as requested in support of strategic goals.
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## Minimum Requirements

- Bachelor's degree in art or arts education.
- Three years of arts education experience.
- Reliable transportation to and from CAP offices and program sites.
- Available via cell phone during work hours.
- Experience working with children in a structured learning environment.
- Ability to work collaboratively and cooperatively within a team as well as independently.
- Experience implementing visual arts curriculum.
- Commitment to CAP's vision, goals and core values.
- Proficiency with Microsoft Office suite, including Outlook, Word, Excel and PowerPoint.
- Excellent written and oral communication skills.
- Strong organizational and time management skills.
- Dedication to personal and professional development.
- Must hold a valid driver's license.
- Pass official Level 2 background check as outlined by Florida state law and complete mandatory sexual misconduct, cultural diversity, trauma-informed education, and CPR/first aid training.

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## Preferred Qualifications

- Desire and drive to expand arts education experience and skills.
- Arts integration experience.
- K-8 teaching experience.
- Ability to think creatively. Develop, design, and create new ideas, relationships, systems and artistic contributions.
- Ability to maintain a positive 'can do' attitude; be proactive, flexible, and show initiative with projects, planning, and all activities related to this position.

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## Compensation & Benefits

- Position is a full-time exempt role with a salary starting at \$45,000, commensurate with experience.

- Position is eligible for annual merit increase of up to 6% and an annual performance bonus of up to 3%.
  - Medical (PPO or HMO), dental and vision insurance available, with CAP covering 75% of the costs of individual medical insurance.
  - Opportunity to participate in organization's 403(b) retirement savings plan.
  - Generous paid time off, including 21 days of PTO, 24 paid holidays and a flexible, family-friendly schedule.
  - Paid parking in a central downtown location.
  - Reimbursement for work-related mileage incurred.
  - Tenured benefit opportunities include professional development, personal wellness credits and paid parental leave after one year.
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## To Apply

Submit in confidence to [hr@capkids.org](mailto:hr@capkids.org) a résumé and personal statement of 1,500 words or less explaining a) your personal, artist or educational philosophy statement, b) where you currently are in your career and long-term goals, and c) what unique skills or perspective you will bring to CAP, its students and the Jacksonville community.

*The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.*

*The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.*