

DEVELOPING YOUNG ARTISTS | RE-IMAGINING THE WORLD

EAST BAY CENTER FOR THE PERFORMING ARTS

Position: Teaching Artist (part-time)

Reports to: Director of School Partnerships or Director of Student Development and Training

Position Summary: East Bay Center Teaching Artists are responsible for creating and delivering engaging, age appropriate, and culturally relevant art classes to children and youth in Richmond, CA - bringing music, dance, and theater education in places where it would not otherwise exist. Teaching artists work either at the Center's main site in Richmond and/or at one of our nearby partnering schools or community centers.

Our teaching artists possess expertise in a particular art form or instrument and are committed to offering high-quality, social-emotionally oriented arts education. Teaching artists are passionate about working in under-resourced neighborhoods and schools, enjoy working with young people, have strong classroom management skills, and are reliable, patient, flexible, independent, and punctual.

Work Schedule: TBD (Dependent upon program and site/location)

Compensation: \$50/hr for group classes; \$45 for private lessons; \$25/hr for prep time

Key Responsibilities:

*Note: There are some differences in responsibilities and expectations between **onsite and off-site (School Partnerships)** teaching artists. Below are examples of some of the duties for all teaching artists.*

Instructional duties:

- Develop engaging curriculum and units of study that cover age-appropriate material
- Participate as an active member of the Center and/or school community to create a positive learning environment
- Maintain a high-level of professionalism including timeliness, preparedness, dedication, and maintaining commitments to students, school, self, and the community
- Arrive at least 10-15 minutes before scheduled class to ensure appropriate set up
- Work resourcefully and independently
- Collaborate with Center staff and faculty (on site), and/or classroom teachers and school administration (off site) to aid in the development of robust, appropriate, educational programming
- Plan and facilitate students' performances, as well as other arts-based community engagement events as requested
- Participate in professional development activities, evaluation, and program development
- Document curriculum and lesson plans as required.

- Maintain regular communication with Center staff and/or classroom teachers and school administration to review goals and progress, including proactively reporting and troubleshooting issues of student performance, absences tardiness, etc.

Administrative duties:

- Promptly respond to emails and phone calls from Center/school staff
- Submit timesheets and attendance as required on scheduled deadlines
- Comply with all Center policies and procedures regarding Harassment and Discrimination, Child Abuse reporting requirements and Public Health requirements
- Work with Center and school staff to create and maintain a schedule of class dates and times, planning and notifying staff of any changes in the schedule
- Communicate/collaborate with Center and school staff regarding class and lesson plans as requested; keep current with Center curriculum priorities and program descriptions
- Communicate timely (in writing as needed) with Center and school staff regarding requests for performance, schedule changes, student information, program descriptions, bios, guest artist and performance fees, etc.

Requirements:

- A Bachelor's degree or equivalent training; teaching credential or Master's a plus
- 2+ years of experience working with children/youth and developing arts curriculum for such grade levels
- Passion for the arts and high-level of proficiency in a specific art form (music, dance, and/or theater)
- Experience working in under-resourced communities with socio-economic, racial, and culturally diverse classroom settings
- Ability to effectively manage large groups of students
- Experience preparing students for concerts and performances
- Demonstrated ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment

A successful teaching artist will exhibit maturity, humility, a strong work ethic, sense of humor, collaborative nature, can-do attitude, and belief that all students can express themselves artistically and achieve at high levels.

Other Requirements:

- Must successfully pass a comprehensive Criminal Background Check
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States
- All East Bay Center employees must provide proof of being fully vaccinated against COVID-19 before they are able to begin work