

## Attachment: Position Description

<b>Date:</b> <input type="checkbox"/> Created <input checked="" type="checkbox"/> Revised	11/24/25
<b>Position Title:</b>	Assistant Instructor, Young Artists At Work
<b>Contractor's Name:</b>	
<b>Reports To (title):</b>	Youth Services Director

### General Summary

The Young Artists At Work (YAAW) program provides young people (ages 14-18) with a paid apprenticeship to learn artistic and professional skills, under the direction of professional artists, art educators or instructors.

This position is a contracted part-time employment (April thru August 2026) to teach visual arts in our six-week summer youth employment program (June 22– July 31, 2026). The holder of this position will be expected to maintain excellence in instruction for the visual arts.

### Principal Duties and Responsibilities

#### OVERALL DUTIES

- Provide a positive and impactful experience for youth apprentices.
- Maintain excellence in the instruction of the visual arts.
- Develop youth employment skills
- Interact in a professional manner with the public, donors, Arts Commission staff, and The Arts Commission Board of Trustees.

#### ATTENDANCE REQUIREMENTS & PARTICIPATION EXPECTATIONS

- Be in attendance, on time for the entire length of the program (June 22– July 31, 2026)
  - 8:30am Set up
  - 9:00am – 12:00pm 1st part of work day for apprentices
  - 12:00 – 1:00pm Lunch
  - 1:00 – 4:00pm 2nd part of work day for apprentices
  - 4:00 – 4:30pm (Staff meeting time)
- Follow procedures for requesting days off or unexpected absences
- Mandatory Attendance for 35 hours of paid in-service and orientation
  - Paid in-service includes:
    - Apprentice Interviews
    - Staff Prep Week - June 15-18, 2026

- Orientation Night for apprentices and parents
  - Staff Meetings (be held during the workday or from 4-4:30pm no more than three times per week unless there is an emergency and an additional meeting is necessary.)
  - Site set-up and tear down
  - Special Projects or Events outside normal hours
- Attend meeting(s) with commissioning project clients.
- Participate in YAAW promotional projects and media events as requested.
- Completion of Staff Exit Interview at end of program.
- Other duties as assigned

#### SAFETY AND DISCIPLINE

- Provide a safe working environment for apprentices and staff
- Utilize appropriate safety equipment.
- Adhere to OSHA and Child Labor guidelines.
- Maintain a physically and emotionally safe environment.
- Group management, including conflict resolution and employee productivity per the approved discipline procedure.
- Actively and consistently utilize approved discipline procedures, including its administrative steps as laid out by the Youth Services Director during in-service training.
- Immediately bring all questions, concerns, and problems to the attention of the Instructor. If the Youth Services Director is unavailable, contact The Arts Commission President/CEO or COO.

#### PROGRAM CURRICULUM

- Assist in establishing and refining curriculum in conjunction with the Youth Services Director and Instructor.
- Develop lesson plan overviews that include:
  - Daily and weekly lesson plans
  - Special projects
  - List(s) of supplies
  - Research components
  - Ohio Department of Education Visual Art Standards used
- Assist in ordering supplies and ensure resources are available at the beginning of the program for the completion of each curriculum:
  - Work within purchasing protocol of The Arts Commission to obtain supplies
  - Order and/or pick-up supplies in a timely manner while maintaining budgetary constraints set by the Youth Services Director
  - Work with the Youth Services Director to procure in-kind donations of materials or services that support each curriculum or enhance the program.
  - Keep accurate records of materials and supplies.
- Execute curriculum
  - Keep apprentices engaged, focused and productive
  - Incorporate a one-on-one review of the weekly performance evaluation with each apprentice as a means of encouraging his or her growth as well

- as a strengthening of the youth and supervisor/mentor relationship
- Prepare on site exhibition & field trips for visual research (Toledo Museum of Art, Toledo Lucas County Public Library, etc.).

#### RECORD KEEPING

- Maintain records using a consistent system aided by the Instructor:
  - Keep accurate records of attendance and discipline for youth apprentices.
  - Complete apprentice performance evaluations in a timely and consistent manner on a weekly basis
  - Monitor employability skills and artistic growth of apprentices daily.
  - Document daily and weekly lessons plans and activities.

#### EXHIBITIONS AND PERFORMANCES

- Support the Instructor with all aspects of exhibition and performance needs. Including but not limited to:
  - Host and attend the end of program apprentice exhibition and performance.
  - Inventory and document of completed works.
  - Assist in hanging artwork and set-up of the on-site gallery and special event displays (late July).
  - Participate in set-up and teardown of the program.

#### VIRTUAL AND IN PERSON EXPECTATIONS

- Professional dress, language and behavior
- Respect equipment
- Keep camera on for meetings
- Keep Google Calendar updated
- Be transparent about access to devices and internet
- Efficiently and professionally respond to communications.
- Advise colleagues if experiencing any technical problems

#### ORGANIZATIONAL RESPONSIBILITIES

- Attend staff meetings as scheduled.
- Maintain a thorough knowledge about all Arts Commission programs. Represent The Arts Commission at public meetings and special events.
- Assure organizational marketing, logo, and branding guidelines are implemented in organizational materials.
- Work to assure that all organizational funds raised and expended are activated cost-effectively and with the greatest impact possible and in compliance with established policies and procedures and legal requirements.
- Take a leadership role with regard to expanding the availability and accessibility of quality arts opportunities and experiences for all members of our community.
- Serve as a professional resource with TAC volunteers, artists, businesses and government communities.

## Impact on the Organization

- Engage and employ at-risk and under-served youth, that represent Toledo's diverse economic, ethnic and racial constituency.
- Discover and nurture the artistic and creative talents of the apprentices.
- Foster an understanding, appreciation and respect for art, artists and aesthetic values.
- Expose the apprentices to the rewards and responsibilities of productive employment, (pride in workmanship, goal definition, implementation and achievement, creative problem solving, cooperation and negotiation, productivity, self-discipline, etc.)
- Develop the apprentices' vocational and employability skills.
- Encourage students to pursue and explore career and educational opportunities in the arts or allied fields.
- Inform, enlighten and challenge participants by providing projects and curricula that are emotionally engaging, intellectually stimulating, and physically rigorous, thereby building confidence and self-esteem.
- Create objects for sale or display that demonstrate good craftsmanship and quality and that will benefit the community.
- Expose the general public to the techniques and methodologies of visual research and the creative process.
- Educate the public about the arts and promote the merits of providing, preserving and supporting public art and arts programs of The Arts Commission and in general.

## Qualifications/Knowledge, Skills & Abilities

### Education/experience

- Bachelor's degree in Art Education, Visual Arts, Liberal Arts or related field preferred.
- Professional artists will also be considered.
- Experience teaching youth from diverse backgrounds
- Studio experience is preferred.

### Communication and/or other skills:

- Ability to be creative and flexible
- Ability to exercise independence and sound judgment in decision-making
- Ability to work well with all types of people
- Ability to meet program and project deadlines
- Ability to work as effective member of team
- Demonstrated organizational skills
- Excellent written and verbal communication skills

### Reporting Relationships

- The President/Chief Executive Officer, Chief Operating Officer, Youth Services

Director, Administrative Manager and YAAW Instructor provide work direction to this position.

- Young Artists At Work (YAAW) Apprentices receive work direction from this position
- The Young Artists At Work Committee and Clinicians work in coordination with this position.