

### **Position Description**

<b>Date:</b> <input type="checkbox"/> Created <input type="checkbox"/> Revised	1/17/2024
<b>Position Title:</b>	Assistant Instructor, Young Artists At Work Program
<b>Employee's Name:</b>	
<b>Reports To (title):</b>	Director, Youth Services

### **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 2024) to teach visual arts in our six-week summer youth employment program (June 24 – August 2, 2024). The holder of this position will be expected to maintain excellence in instruction for the visual arts.

### **Principal Duties and Responsibilities**

<b>Rank</b>	<b>List of Job Duties</b>
1.	<b>OVERALL DUTIES</b> <ul style="list-style-type: none"><li>● Provide a positive and impactful experience for youth apprentices.</li><li>● Maintain excellence in the instruction of the visual arts.</li><li>● Develop youth employment skills</li><li>● Interact in a professional manner with the public, donors, Arts Commission staff, and The Arts Commission Board of Trustees.</li></ul>
2.	<b>ATTENDANCE REQUIREMENTS AND EXPECTATIONS</b> <ul style="list-style-type: none"><li>● Be in attendance, on time for the entire length of the program (June 24 – August 2, 2024)<ul style="list-style-type: none"><li>○ 8:30am Setup</li><li>○ 9:00am – 12:00pm 1st part of work day for apprentices</li><li>○ 12:00 – 1:00pm Lunch</li><li>○ 1:00 – 4:00pm 2nd part of work day for apprentices</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ 4:00 – 4:30pm (Staff meeting time)</li> <li>● Follow procedures for requesting days off or unexpected absences</li> <li>● Mandatory Attendance for 35 hours of paid in-service and orientation <ul style="list-style-type: none"> <li>○ Documented on paid in-service form and submitted to Manager, Youth Services, as requested.</li> <li>○ Paid in-service includes: <ul style="list-style-type: none"> <li>■ Apprentice Interviews <ul style="list-style-type: none"> <li>■ Staff Prep Week - June 17-21, 2024</li> <li>■ Orientation Night for apprentices and parents</li> </ul> </li> <li>■ Staff Meetings</li> <li>■ Site set-up and tear down <ul style="list-style-type: none"> <li>■ Special Projects or Events outside normal Hours, Art Loop:TBD</li> </ul> </li> <li>■ Other duties as assigned</li> </ul> </li> </ul> </li> <li>● Assist in the interviewing process of YAAW apprentices April 1- May 3, 2024, exact dates and times to be confirmed.</li> <li>● Attend staff orientation meetings before the start of the program.</li> <li>● Attend all YAAW program staff meetings on site.</li> <li>● During the YAAW program, staff meetings will 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. <ul style="list-style-type: none"> <li>○ Attend meeting(s) with commissioning mural clients.</li> <li>○ Participate in site set-up and tear down for the entire length of the program.</li> <li>○ Participate in YAAW promotional projects and media events as requested.</li> <li>○ Completion of Staff Exit Interview at end of program.</li> </ul> </li> </ul>
3.	<p><b>SAFETY AND DISCIPLINE</b></p> <ul style="list-style-type: none"> <li>● Provide a safe working environment for all apprentices</li> <li>● Utilize appropriate safety equipment.</li> <li>● Adhere to OSHA and Child Labor guidelines.</li> <li>● Maintain a physically and emotionally safe environment.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Group management, including conflict resolution and employee productivity per the approved discipline procedure.</li> <li>○ Actively and consistently utilize approved discipline procedure, including its administrative steps, as laid out by Youth Services Director during in-service training.</li> <li>○ 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.</li> </ul>
4.	<p><b>PROGRAM CURRICULUM</b></p> <ul style="list-style-type: none"> <li>● Assist in establishing and refining curriculum in conjunction with the Youth Services Director and Instructor. <ul style="list-style-type: none"> <li>○ Develop lesson plan overviews that include: <ul style="list-style-type: none"> <li>■ Daily and weekly lesson plans</li> <li>■ Special projects</li> <li>■ List(s) of supplies</li> <li>■ Research components</li> <li>■ Ohio Department of Education Visual Art Standards used</li> </ul> </li> </ul> </li> <li>● Assist in ordering supplies and ensure resources are available at the beginning of the program for the completion of each curriculum: <ul style="list-style-type: none"> <li>○ Work within purchasing protocol of The Arts Commission to obtain supplies <ul style="list-style-type: none"> <li>○ Order and/or pick-up supplies in a timely manner while maintaining budgetary constraints set by the Youth Services Director</li> </ul> </li> <li>○ Work with the Youth Services Director to procure in-kind donations of materials or services that support each curriculum or enhance the program.</li> <li>○ Keep accurate records of materials and supplies.</li> </ul> </li> <li>● Execute curriculum <ul style="list-style-type: none"> <li>○ Keep apprentices engaged, focused and productive</li> <li>○ Incorporate a one-on-one review of the weekly performance evaluation with each apprentice as a means of encouraging his or her growth</li> </ul> </li> </ul>

	<p>as well as a strengthening of the youth and supervisor/mentor relationship</p> <ul style="list-style-type: none"> <li>○ Prepare on site exhibition &amp; field trips for visual research (Toledo Museum of Art, Toledo Lucas County Public Library, Sofia Quintero Arts and Cultural Center)</li> </ul>
5.	<p><b>RECORD KEEPING</b></p> <ul style="list-style-type: none"> <li>● Maintain records using a consistent system aided by the Instructor: <ul style="list-style-type: none"> <li>○ Keep accurate records of attendance and discipline for youth apprentices.</li> <li>○ Assist in completing apprentice performance evaluations in a timely and consistent manner on a weekly basis</li> <li>○ Monitor employability skills and artistic growth of apprentices daily.</li> <li>○ Document daily and weekly lessons plans and activities.</li> </ul> </li> </ul>
6.	<p><b>EXHIBITIONS AND PERFORMANCES</b></p> <ul style="list-style-type: none"> <li>○ Host and attend the end of program apprentice exhibition and performance.</li> <li>○ Inventory and document of completed works.</li> <li>○ Assist in hanging artwork and set-up of the on-site gallery and special event displays (late July).</li> <li>○ Participate in set-up and teardown of the program.</li> </ul>
7.	<p><b>VIRTUAL EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>● Professional dress, language and behavior</li> <li>● Respect equipment</li> <li>● Keep camera on for meetings</li> <li>● Keep Google Calendar updated</li> <li>● Be transparent about access to devices and internet</li> <li>● Efficiently and professionally respond to communications.</li> <li>● Advise colleagues if experiencing any technical problems</li> </ul>

8.	<p style="text-align: center;"><b>ORGANIZATIONAL DEVELOPMENT AND MARKETING</b></p> <ul style="list-style-type: none"> <li>● Attend Board and staff meetings as scheduled.</li> <li>● Maintain a thorough knowledge about all Arts Commission programs and be ready to advocate for The Arts Commission at any time.</li> <li>● Support organizational fundraising efforts, including events, building new donor relationships, assuring appropriate sponsor recognition, providing documentation for all in-kind contributions to development staff, and providing a monthly listing of new contacts, along with contact information for</li> </ul>
	<p style="text-align: center;">inclusion in the organizational database.</p> <ul style="list-style-type: none"> <li>● Support all program committees to ensure cross-program integration, and appropriate program planning and goals attainment</li> <li>● Assure statistical and narrative tracking systems are in place to support grant reporting and organizational reporting requirements. <ul style="list-style-type: none"> <li>● Assure organizational marketing, logo, and branding guidelines are implemented in organizational materials.</li> </ul> </li> <li>● 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.</li> </ul>

### **Impact on the Organization**

1. Engage and employ at-risk and under-served youth, that represent Toledo's diverse economic, ethnic and racial Constituency.
2. Discover and nurture the artistic and creative talents of the apprentices.
3. Foster an understanding, appreciation and respect for art, artists and aesthetic values.
4. 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.)
5. Develop the apprentices' vocational and employability skills.
6. Encourage students to pursue and explore career and educational opportunities

in the arts or allied fields.

7. 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.
8. Create objects for sale or display that demonstrate good craftsmanship and quality and that will benefit the community.
9. Expose the general public to the techniques and methodologies of visual research and the creative process.
10. 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**

#### Position Description

#### 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**

- Provides work direction to this position:
  - Youth Services Director
  - Chief Operating Officer
  - President and Chief Executive Officer
- Receives work direction from this position:
  - Apprentices
  - Instructor
- Works in Coordination with:
  - Clinicians
  - Young Artists At Work Committee

**The signatures below indicate that the employee and supervisor reviewed the**

**position description on the date shown:**

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Contractor Name (PLEASE PRINT)

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Contractor Signature (w/credentials,if applicable) Date

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Supervisor Name (PLEASE PRINT)

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Supervisor Signature (w/credentials, if applicable) Date