

Lead Teaching Artists for Empire After School Program

Mill Street Loft + Spark Media Project is hiring Lead Teaching Artists for programs in the fields of Visual Arts and Media Arts.

A successful candidate should possess:

- The ability to juggle multiple overlapping high-stakes priorities at once.
- A minimum of one year experience in curriculum development.
- Excellent communication, leadership, and interpersonal skills.
- A demonstrated track record of effectively teaching a diverse range of learners.

Requirements:

- Must have a Bachelor's degree in media arts, filmmaking, video production, education, or a related field. A Master's degree in education, arts education, or media production is preferred.
- Must have a minimum of one year of experience working with children or youth.
- Must have experience with classroom management and leadership.
- Must have a strong work ethic and a positive attitude.
- Must have a background in visual arts, filmmaking or other arts disciplines.

Compensation will be commensurate with experience.

A Lead Teaching Artist will be expected to do the following:

Curriculum Development and Implementation:

- Develop cohesive and age appropriate curriculum for afterschool arts/media classes for any of the following age groups: 1st/2nd graders, 3rd/4th/5th graders, and/or middle schoolers.
- Collaborate with school teachers in the building as necessary to support program curriculum with school curriculum.
- Implement and facilitate lessons during class time.
- Supervise and direct teaching assistant and interns.

Classroom Management:

- Possess strong classroom management skills. Conduct each class in an organized and seamless manner.
- Ensure students are well-supervised and within sight at all times.
- Have a clear and consistent behavior plan set in place, and ensure that it is being followed. Follow any behavior plan that may already be in place.
- Establish a classroom culture that fosters learning, tolerance, understanding, creativity, productivity, positivity, and focus.

- Be flexible and willing to adjust curriculum in a moment's notice to address disengagement or any issues that may arise.
- Clean up of materials/classrooms/projects at the end of each day.

Organization:

- Keep classroom records including accurate daily attendance, daily activity log, and documentation of any incidents or injuries. Follow organization's protocol for keeping track of this information.
- Prepare necessary teaching materials ahead of time and keeping records of curriculum goals and activities.
- Create consistent organizational systems in order to keep student work well-ordered and accounted for while ensuring that materials/equipment are well cared for.
- Prepare class materials in advance for seamless transitions throughout class time.

Communication:

- Communicate with families/parents, building staff, principals, and any other essential staff to ensure daily operations run smoothly.
- Communicate with family members, building staff, and our staff regarding class achievements and goals reached. Ask for help when feeling overwhelmed, unsure, or in need of any assistance.
- Be proactive in communicating your needs, and the needs of the students. Address issues as they may arise.

Presentation:

- Send monthly lesson and documentation for "Deliverables" by deadline.
- Consistently work on preparing art/media throughout school year for presentation at end-of-year event.
- Ensure quality artwork is being produced and/or edited to the organization's standards.
- Photograph or document projects as they occur, and deliver them to program supervisor.

Assistant Teaching Artists for Empire After School Program

Mill Street Loft and Spark Media Project are hiring Assistant Teaching Artists for programs in the fields of Visual Arts and Media Arts.

A successful candidate should possess:

- A Bachelor's degree in education, arts education, or media production is preferred.
- The ability to work with an individual student or small group of students while also keeping an eye on the rest of the class.
- Excellent communication, leadership, and interpersonal skills.
- A demonstrated track record of effectively teaching a diverse range of learners.

Requirements:

- Must have previous experience working with children or youth.
- Must have experience with management and leadership.
- Must have a strong work ethic and a positive attitude.
- Must have a background in visual arts, filmmaking, or other arts disciplines.

Compensation will be commensurate with experience.

An Assistant Teaching Artist will be expected to do the following:

Classroom Management:

- Possess strong classroom management skills. Assist the teacher in conducting each class in an organized and seamless manner.
- Ensure students are well-supervised and within sight at all times.
- Maintain flexibility as the Lead Teaching Artist may have to adjust curriculum in a moment's notice to address disinterest or any issues that may arise.
- Take direction from Lead Teaching Artist to assist in running classroom.
- Clean up of materials/classrooms/projects at the end of each day.

Organization:

- Assist Lead Teaching Artist in keeping classroom records including accurate daily attendance, daily activity log, logging any incidences/injuries. Adhere to the organization's protocol for keeping track of this information.
- Assist Lead Teaching Artist in preparing necessary teaching materials ahead of time and keeping records of curriculum goals and activities.
- Help to maintain consistent organizational systems in order to keep student work well-ordered and accounted for while ensuring that materials/equipment are well cared for.

Communication:

- Communicate with family members, building staff, and organizational staff regarding class achievements and goals reached.
- Ask for help when feeling overwhelmed, unsure, or if you need assistance with anything.
- Be proactive in communicating your needs, and the needs of the students.

Presentation:

- Assist Lead Teaching Artist in preparing monthly lesson and documentation for “Deliverables” by deadline.
- Consistently work on preparing art/media for presentation at end of year event.
- Assist the Lead Teaching Artist in ensuring quality artwork is being produced to the organization’s standards.
- Photograph or document projects as they occur, and deliver them to Lead Teaching Artist.