Call for Young Artists at Work Visual Arts Staff

Opportunity: The Arts Commission invites applications for part-time employment (April thru August 2023) to teach visual arts in our six-week summer youth employment program (June 26 – August 4, 2023). The holder of this position will be expected to maintain excellence in instruction for the visual arts. See included detailed YAAW Visual Art Staff Performance Standards for more information.

Approximate contact hours per month would include:

- March – 5 hours (flexible scheduling)
- April – 20 hours (post-school day interviewing)
- May – 10 hours (flexible scheduling)
- June – 60 hours (program prep week June 20-23, then 8:30am - 4:30pm M-F when program starts on June 26 plus additional meetings)
- July – 140 hours (8:30am – 4:30pm M-F)
- August – 70 hours (8:30am - 4:30pm M-F until program ends on August 4, program wrap up week August 7-11)

The ideal candidates would have demonstrated talents working with youth AND a specialization in the creation of public murals AND an expertise in the creation of small fine artworks that would find success in the marketplace.

Program Description: The 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.

Visual Art Instructor Qualifications: A bachelor’s degree in a discipline related to art education, visual arts or liberal arts is preferred. Professional artists will also be considered. Experience teaching youth is desirable. Studio experience is preferred.
Visual Art Assistant Instructor Qualifications: Undergraduate students majoring in a discipline related to art education, visual arts, or liberal arts. Experience working with youth is desirable. Studio experience is preferred.

How to Apply: Complete an application form at theartscommission.org/programs/young-artists-at-work which includes uploading a cover letter, resume, and 3 samples of personal artwork created during the last two years.

Two signed letters of recommendation can be emailed to ngray@theartscommission.org or mailed to:

The Arts Commission Attn: YAAW 1838 Parkwood Avenue, Suite 120 Toledo, OH 43604

POSTMARKED DEADLINE: January 23, 2022 Letters of recommendation may be emailed separately to ngray@theartscommission.org or mailed, preferably no later than February 2, 2023.

Find position descriptions below.
Position Description

Date: □ Created □ Revised

Position Title: Instructor, Young Artists At Work Program

Employee’s Name: 

Reports To (title): Manager, 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 2023) to teach visual arts in our six-week summer youth employment program (June 26 – August 4, 2023). The holder of this position will be expected to maintain excellence in instruction for the visual arts.

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| 3. SAFETY AND DISCIPLINE | ● Follow procedures for requesting days off or unexpected absences
● Mandate Attendance for 28 hours of paid in-service and orientation requested.
● Document on paid in-service form and submitted to Manager, Youth Services, as requested.

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- Provide a safe working environment for all apprentices.
- Utilize appropriate safety equipment.
- Adhere to OSHA and Child Labor guidelines.
- Maintain a physically and emotionally safe environment.
- Group management, including conflict resolution and

| Hours | Special Projects or Events outside normal hours

| ● Assist in the interviewing process of YAAW apprentices April 5 - May 8, 2023, exact dates and times to be confirmed.

| ● Attend staff orientation meetings before the start of the program.
| ○ 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.
| ○ Attend meeting(s) with commissioning mural clients.
| ○ Participate in site set-up and tear down for the entire length of the program.
| ○ Participate in YAAW promotional projects and media events as requested.
| ○ Completion of Staff Exit Interview at end of program.

| Site Prep Week - June 20-23, 2023
| Site set-up and tear down
| ○ Paid in-service includes:
| ■ Staff Prep Week - June 20-23, 2023
| ■ Staff Meetings
| ■ Staff Prep Week - June 20-23, 2023

| ● Other duties as assigned

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- Attend all YAAW program staff meetings on site.
- Participate in YAAW promotional projects and media events as requested.
- Attend meeting(s) with commissioning mural clients.
- Attend all YAAW program orientations before the start of the program.
- Attend all YAAW program staff orientation meetings before the start of the program.
- Attend all YAAW program production meetings before the start of the program.
- Attend all YAAW program exhibitions before the start of the program.
- Attend all YAAW program promotions before the start of the program.
- Attend all YAAW program media events before the start of the program.
employee productivity per the approved discipline procedure.
  ○ Actively and consistently utilize approved discipline procedure, including its administrative steps, as laid out by Youth Services Manager during in-service training.
  ○ Immediately bring all questions, concerns, and problems to the attention of the Youth Services Manager. If the Youth Services Manager is unavailable, contact The Arts Commission Youth Services Manager.

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| ● Establish and refine curriculum in conjunction with the Youth Services Manager and Assistant 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 |
| ● Order 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 Manager
  ○ Work with the Youth Services Manager 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, |
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  ○ 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 |
| 6. | ● Facilitate 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 EXPECTATIONS |
| 7. | ● 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 |
8. **ORGANIZATIONAL DEVELOPMENT AND MARKETING**

- Attend Board and staff meetings as scheduled.
- Maintain a thorough knowledge about all Arts Commission programs and be ready to advocate for The Arts Commission at any time.
- 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 inclusion in the organizational database.

- Support all program committees to ensure cross-program integration, and appropriate program planning and goals attainment.
- Assure statistical and narrative tracking systems are in place to support grant reporting and organizational reporting requirements.
- 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.

**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

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
● 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:
  ○ Office Manager
  ○ Chief Operating Officer
  ○ President and Chief Executive Officer
● Receives work direction from this position:
  ○ Youth Services Manager
  ○ Apprentices
  ○ Assistant Instructor
● Works in Coordination with:
  ○ Clinicians
  ○ Young Artists At Work Committee
Position Description

Date: ☐Created ☐Revised

Position Title: Assistant Instructor, Young Artists At Work Program

Employee’s Name:

Reports To (title): Manager, Youth Services

General Summary

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    - Paid in-service includes:
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● Receives work direction from this position:
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