

## **Professional Teaching Artist Description**

### **Position Summary:**

Professional Teaching Artists are contracted to create and implement curriculum based on community interest, need, and area of expertise. This work requires passion for the subject matter and instruction, organization, creativity, adaptability to changing community needs, and strong interpersonal skills.

### **Job Responsibilities:**

- Planning, developing, and instructing a variety of classes based on area of expertise
- Providing demonstrations, preparing handouts, individual instruction, safety awareness, purchasing supplies, and providing a high level of customer service
- Maintaining and operating a studio and related equipment in a clean and safe manner
- Innovating and adapting to changing student and community needs

### **Equity Statement:**

Central Arts Alliance understands the broader meaning of equity as: Access to the resources needed to thrive, such as education, employment, healthcare, food, clean water, housing, and arts & culture.

The board, staff, Teaching Artists, and volunteers are committed to equitable practices in everything we do. Our actions to strive for more equitable practices may include, but not be limited to:

- Listening to the needs of our vastly diverse community
- Aspiring to educate those who work with us, using tools such as readings, videos, etc.
- Addressing any inequitable behavior not in alignment with our core values

### **Supervision:**

Teaching Artists report directly to the Department Head, who reviews work through collaboration, observation, and results achieved. Teaching Artists also report to the Programs Team, who oversee all programmatic activity for Central Arts Alliance.

### **Job Requirements – Skills, abilities and knowledge required:**

- Availability to teach during the operating hours of desired location, with evening and weekend flexibility
- Must be able to develop, submit, and commit to class schedule 6 months in advance
- College degree OR equivalent experience is requested. Applicants are encouraged to apply regardless of level of education or experience.
- Maximum Risk Level Background check must be cleared before contracted.
- Must have excellent interpersonal skills and work in a shared space with other Teaching Artists
- Excellent classroom management skills
- Experience and enthusiasm for working with age group specific to each opportunity
- Determine material costs for class on a per student basis
- Submit classes through google forms and respond to emails within 1-2 business days
- Must have a digital portfolio to include both evidence of personal and student work
- Must have knowledge and understanding of the basic tools and equipment in studio

### **Authority:**

Professional Teaching Artists have the ability to create class curriculums. Teaching artists may also provide guidance on appropriate participant age limits on proposed classes.



CENTRAL ARTS ALLIANCE  
PHOENIX CENTER FOR THE ARTS  
THUNDERBIRD ARTS CENTER  
ARIZONA ART MOBILE

1202 N THIRD STREET  
PHOENIX, AZ 85004

602.254.3100

**CENTRALARTS.ORG**

**Workspace and schedule:**

Schedule and workspace is determined collaboratively with the Department Head and Programs Team.

**Contractor Reimbursement Rate:**

Pay begins at \$22 per hour. Reimbursement for materials and limited amount of preparation time are compensated.

**Application deadline and instructions:**

Central Arts Alliance accepts interview requests several times yearly. Please see our interest form for more information.