

West Michigan Center for Arts and Technology Job Description

Job Title: Contract Instructor or Teaching Artist
Reports To: Director of Arts + Tech Programs
Status: Part time/Contract (as needed)
Salary Range: \$18-40/Hour (depending on engagement needs and prior teaching experience)
Prepared Date: February 5, 2021

About WMCAT

The West Michigan Center for Arts + Technology (WMCAT) provides a culture of opportunity for people to create social and economic progress in their lives and community. We fulfill our mission through visual arts and tech engagement, workforce development and social enterprise.

Arts + Tech Programs

Our nationally-recognized after school program engages high school students from Grand Rapids Public Schools (GRPS) in creative, tuition-free studio experiences from September through May. We also offer summer programming for middle and high school students from any school district, plus paid employment opportunities for teens.

Position Summary

Instructors and Teaching Artists work directly under the Director of Arts + Tech Programs to implement the vision of the organization through innovative and engaging educational programming and instruction. Instructors also model behaviors that educate and inspire students through mentorship and training in the arts and technology. They are not only experienced in their studio discipline but should also possess a passion for youth development. Experience teaching one or more of the following disciplines preferred: painting, drawing, printmaking, game design, 3D modeling, mobile app design, digital photography, video production, and/or graphic design. Ongoing teaching opportunities throughout the year vary from one-day workshops to multi-session engagements with students.

Essential Duties + Responsibilities

Curriculum + Instruction

- Design and facilitate arts or tech experiences in your designated discipline with small groups of students (generally 15 or less) in-person and/or remotely;
- Integrate opportunities for students to share their work and reflect on learning and creative processes with others;
- Provide a lesson plan to the Director on a mutually determined schedule

Mentorship of Students

- Foster caring and trusting relationships with students; provide supportive, fair, and non-discriminant treatment of all students regardless of race, color, religion, creed, sex, sexual orientation, gender identity, and national origin;

- Promote the value of consistent school attendance, high school graduation, and postsecondary planning for all students;
- Evaluate student progress, provide feedback to students, and make referrals to WMCAT support staff when appropriate

Student Records

- Track attendance daily on each class and record notes on student performance in a data management system;

Organizational Expectations

- Manage technology and equipment responsibly, including computers and other resources within studios;
- Ability to work independently and in a team-oriented environment, be flexible, and manage multiple priorities
- Assist WMCAT in following established COVID-19 protocols within the studios for in-person activities

Qualifications + Skills

Preferred Skills

- Possess deep knowledge of studio discipline and have working knowledge of arts education
- Excellent communication, organizational, and interpersonal skills
- Cultural competency to work with individuals from varied backgrounds and foster open communication among groups
- Proficient computer skills, especially using Google Suite of applications
- Willingness to engage with a diverse set of community-based organizations, residents and stakeholders

Desired Experiences/Education

- Prior related experiences working with teens from diverse cultural backgrounds strongly preferred
- Prior teaching experiences in a classroom setting with at least 10 students
- Prior teaching experiences in a virtual setting
- Bachelor's degree or Associates degree in area related to studio of instruction, arts education, education, or a comparable combination of education and practical experience
- Bilingual Spanish skills highly desirable

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and is frequently required to talk or hear. The employee regularly is required to sit, walk, stand, and reach with hands and arms. The employee is occasionally required to stoop, kneel, climb or crouch. The employee must frequently lift and/or move from 10-25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Additional Details: *Recognizing there is leadership in every community, WMCAT is seeking candidates with diverse backgrounds and lived experiences.* We are dedicated to hiring employees that reflect the communities we serve across race, gender, sexual orientation, ability, and socioeconomic status. No person shall be excluded from WMCAT services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by State of Michigan or federal law or by local ordinance for those jurisdictions where WMCAT operates.

WMCAT's Driving Values:

- **Equity + Innovation:**
 - **Equity at WMCAT:** An unrelenting belief that underrepresented and marginalized voices need to be explicitly sought out and included.
 - **Innovation at WMCAT:** Boundless curiosity and hunger for new avenues to achieve meaningful results. Stagnation is not an option.
 - **Equity + Innovation:** Innovation happening outside of equity ignores the realities that have led to the inequity, and it undermines the innovations legitimacy.
- **Diverse Collaboration:** A platform for creating shared understanding and value among groups from a variety of experiences.
- **Action Orientation:** A posture that counters the inertia of the status quo while advancing solutions that reflect our mission.
- **System Awareness:** A broad awakening to the interconnectedness of our educational, economic and civic systems.
- **Social Impact:** A tangible metric for success in the context of the local communities in which we are rooted.

Pay: Instructors and Teaching Artists will be compensated at the conclusion of each engagement for which they are employed with estimated hourly ranges from \$18-40, depending on prior teaching experience and engagement needs.

To Apply: Please submit a cover letter and resume through our employment page at www.wmcat.org/connect-with-us/careers by sending an email to trudy.ngo-brown@wmcat.org (applications accepted on a rolling basis).