



THE ARTS COMMISSION
INSPIRING A VIBRANT TOLEDO

Opportunity: The Arts Commission invites applications for contracted part-time employment (March thru August 2019) to teach visual arts in our six-week summer youth employment program (June 24 – August 2, 2019). 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 – 5 hours (flexible scheduling)
- May – 5 hours (post-school day interviewing)
- June – 60 hours (program prep week June 17-21, then 8:30am - 4:30pm M-F when program starts on June 24)
- July – 160 hours (8:30am – 4:30pm M-F)
- August – 60 hours (8:30am - 4:30pm M-F until program ends on August 2, program wrap up week August 4-10)

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 from diverse backgrounds 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 from diverse backgrounds is desirable. Studio experience is preferred.

This position is an independent contractor position with a fixed rate salary, disbursed in several installments.

How to Apply: Complete an application form at theartscommission.org/youth 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: MONDAY, FEBRUARY 4, 2019 Letters of recommendation may be emailed separately to ngray@theartscommission.org or mailed, preferably no later than Wednesday, February 6, 2019.

YAAW Visual Art Instructor Performance Standards

The following goals and objectives will be used as the performance criteria by which the evaluation of the Young Artists At Work (YAAW) Visual Art Instructor for The Arts Commission will take place.

YAAW Program Statement of Purpose To inspire and develop the creative capacities of diverse local youth through arts based employment empowering them to contribute to a more vibrant community.

YAAW Program Goals

- To engage and employ at-risk and under-served youth
- To engage and employ youth that represent Toledo's diverse economic, ethnic and racial Constituency.
- To discover and nurture the artistic and creative talents of the apprentices.
- To foster an understanding, appreciation and respect for art, artists and aesthetic values.
- To 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.)
- To develop the apprentices' vocational and employability skills.
- To encourage students to pursue and explore career and educational opportunities in the arts or allied fields.
- To 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.
- To create objects for sale or display that demonstrate good craftsmanship and quality and that will benefit the community.
- To expose the general public to the techniques and methodologies of visual research and the creative process.
- To 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.

Responsibilities include but are not limited to:

Provide a positive and impactful experience for youth apprentices:

- o Expected to maintain excellence in instruction of the visual arts
- o Development of youth employability skills

Attendance Requirements & Expectations:

- o Interact in a professional manner with the public, donors, Arts Commission staff, and The Arts Commission Board of Trustees.
- o Be in attendance, on time for the entire length of the program (June 24 – August 2, 2019).
 - 8:30am Setup
 - 9:00am – 12:00pm 1st part of work day for apprentices
 - 12:00 – 1:00pm Lunch
 - 1:00 – 4:00pm 2nd part of work day for apprentices
 - 4:00 – 4:30pm (Staff meeting time)
- o Follow procedures for requesting days off or unexpected absences
- o Mandatory Attendance for 35 hours of paid in-service and orientation
 - Documented on paid in-service form and submitted to Youth Services Coordinator, as requested.
 - Paid in-service includes:
 - Apprentice Interviews

- Staff Prep Week - June 17-21, 2019
- Orientation Night for apprentices and parents
- Staff Meetings
- Site set-up and tear down
- Special Projects or Events outside normal hours
- Other duties as assigned
- Assist in the interviewing process of YAAW apprentices, exact dates and times to be confirmed.
- Attend staff orientation meetings before the start of the program.
- Attend all YAAW program staff meetings on site.
- 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 client.
 - 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.

Safety & Discipline:

- Provide a safe working environment for all apprentices
 - Utilizing appropriate safety equipment.
 - Adhering to OSHA and Child Labor guidelines.
 - Maintaining a physically and emotionally safe environment.
- Group management, including conflict resolution and employee productivity per the approved discipline procedure.
- Actively and consistently utilize approved discipline procedure, including its administrative steps, as laid out by YAAW Coordinator during in-service training.
- Immediately bring all questions, concerns, and problems to the attention of the YAAW Coordinator. If the Coordinator is unavailable, contact The Arts Commission Youth Services Coordinator.
- Professionally represent The Arts Commission at all times.

Establish and refine curriculum in conjunction with the Youth Services Coordinator and Assistant Instructor:

- Develop Lesson Plan Overviews that include:
 - Daily and Weekly Lesson Plans
 - Special Projects
 - Supply List
 - 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
- Timely ordering/pick-up of all supplies while maintaining budgetary constraints set by the YAAW Coordinator.
- Working with the YAAW Coordinator to procure in-kind donations of materials or services that support each curriculum or enhance the program.
- Keep accurate records of materials and supplies.

Maintain Records using a consistent system aided by the Assistant Instructor:

- 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.

Establish and administer daily curriculum aided by the Assistant Instructor:

- Keep YAAW 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, Toledo Lucas County Public Library, etc.).

Facilitate exhibition and performance needs:

- Host and attend the end of program apprentice exhibition and performance.
- Inventory and documentation of completed works.
- Assist in hanging artwork and set-up of the on-site gallery and special event displays (late July).
- Participation in set-up and tear down of the program.

YAAW Visual Art Assistant Instructor Performance Standards

The following goals and objectives will be used as the performance criteria by which the evaluation of the Young Artists At Work (YAAW) Visual Art Assistant Instructor for The Arts Commission will take place.

YAAW Program Statement of Purpose To inspire and develop the creative capacities of diverse local youth through arts based employment empowering them to contribute to a more vibrant community.

YAAW Program Goals

- To engage and employ at-risk and under-served youth
- To engage and employ youth that represent Toledo's diverse economic, ethnic and racial constituency.
- To discover and nurture the artistic and creative talents of the apprentices.
- To foster an understanding, appreciation and respect for art, artists and aesthetic values.
- To 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.)
- To develop the apprentices' vocational and employability skills.
- To encourage students to pursue and explore career and educational opportunities in the arts or allied fields.
- To 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.
- To create objects for sale or display that demonstrate good craftsmanship and quality and that will benefit the community.
- To expose the general public to the techniques and methodologies of visual research and the creative process.
- To 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.

Responsibilities include but are not limited to:

Provide a positive and impactful experience for youth apprentices:

- o Expected to maintain excellence in instruction of the visual arts
- o Development of youth employability skills

Attendance Requirements & Expectations:

- o Interact in a professional manner with the public, donors, Arts Commission staff, and The Arts Commission Board of Trustees.
- o Be in attendance, on time for the entire length of the program (June 25 – August 3, 2018).
 - 8:30am Setup
 - 9:00am – 12:00pm 1st part of work day for apprentices
 - 12:00 – 1:00pm Lunch
 - 1:00 – 4:00pm 2nd part of work day for apprentices
 - 4:00 – 4:30pm (Staff meeting time)
- o Follow procedures for requesting days off or unexpected absences
- o Mandatory Attendance for 35 hours of paid in-service and orientation
 - Documented on paid in-service form and submitted to YAAW Coordinator, as requested.
 - Paid in-service includes:
 - Apprentice Interviews
 - Staff Prep Week - June 17-22, 2019
 - Orientation Night for apprentices and parents

- Staff Meetings
- Site set-up and tear down
- Special Projects or Events outside normal hours
- Other duties as assigned
- Assist in the interviewing process of YAAW apprentices dates and times to be confirmed.
- Attend staff orientation meetings before the start of the program.
- Attend all YAAW program staff meetings on site.
- 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 client.
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- Participate in YAAW promotional projects and media events as requested.
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Safety & Discipline:

- Provide a safe working environment for all apprentices
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 - Maintaining a physically and emotionally safe environment.
- Group management, including conflict resolution and employee productivity per the approved discipline procedure.
- Actively and consistently utilize approved discipline procedure, including its administrative steps, as laid out by YAAW Coordinator during in-service training.
- Immediately bring all questions, concerns, and problems to the attention of the YAAW Coordinator. If the Coordinator is unavailable, contact The Arts Commission Programs Coordinator.
- Professionally represent The Arts Commission at all times.

Assist in establishing and refining curriculum in conjunction with the YAAW Coordinator and Instructor:

- Develop Lesson Plan Overviews that include:
 - Daily and Weekly Lesson Plans
 - Special Projects
 - Supply List
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- Working with the YAAW Coordinator to procure in-kind donations of materials or services that support each curriculum or enhance the program.
- Keep accurate records of materials and supplies.

Maintain Records using a consistent system in conjunction with Instructor:

- 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.

Support Instructor in establishing and administering daily curriculum:

- Keep YAAW 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, Toledo Lucas County Public Library, etc.).

Facilitate exhibition and performance needs:

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