

**EMERSON CENTER FOR THE ARTS AND CULTURE, INC.**  
**JOB DESCRIPTION**

**JOB TITLE: ART EDUCATION INSTRUCTOR**

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Please pay close attention to the application instructions to ensure all components are completed.

**Summary:** The role of Emerson Art Education Instructors is to provide quality art instruction using up to date methods and techniques in correlation with the Emerson's mission to provide culturally diverse programs to both children and adults in our community.

**Responsibilities include but are not limited to:**

- Works to enhance the value of the Emerson to our community through contemporary art educational offerings.
- Serves as the face of the organization while interacting with both children and adults in a positive manner.
- Responsible for maintaining the integrity, safety and cleanliness of the classroom and studio spaces.
- Utilizes volunteer staff in an appropriate and efficient fashion.
- Maintains an open line of communication with Education Curator regarding supply needs, student behavior, classroom cleanliness/ maintenance and staff relations.
- Be familiar with the potentially hazardous materials and equipment you may use in the classroom and instruct students on use of said materials and equipment in the most safe and successful way possible.

**KEY RESPONSIBILITY AREA: Quality of Instruction**

- Works with Education Curator to develop valuable, up-to-date and culturally diverse curriculums. Must provide the Education Curator with a copy of completed curriculums prior to each class.
- Provides a quality learning experience congruent with Montana Educational Standards.
- Maintains positive and motivational relationships with all students regardless of experience, personal attitudes or beliefs.
- Strive to provide instruction that encourages re-enrollment and positive word of mouth for all Emerson educational programming.
- Inform all students of classroom rules, expectations and class objectives at the start of each class session.

**KEY RESPONSIBILITY AREA: Maintenance of Classroom/ Studio**

- Must maintain a clean and safe work environment at all times.
- Arrive a minimum of 15 minutes prior and stay a minimum of 15 minutes past your scheduled class time to prep and thoroughly clean the classroom space.
- Classrooms, tools and equipment must be left in a clean, working order at the end of each class session.
- Report any maintenance or supply issues to Education Curator.

**KEY RESPONSIBILITY AREA: Supervising Students & Volunteers**

- Ensure volunteer staff is interacting with all students and parents in a safe and positive fashion.
- Confirm students are being courteous of you, volunteers and other students.
- Monitor student and volunteer use of tools and mechanical equipment that may be potentially hazardous to one's health.
- Inform students and volunteers of classroom rules, prep and cleaning procedures and safety requirements.
- Report any issues with students and volunteer staff to Education Curator.

- Be aware of any health concerns listed on the student roster provided by the Education Curator. Be informed enough to react appropriately if a said health issue arises.

**RELATIONSHIPS:**

**Reports to:** Education Curator and Executive Director

**Supervises:** Students and Volunteers

**PROMOTION:** No formal line of promotion to or from this position.

**PHYSICAL ENVIRONMENT:**

Work is performed primarily indoors using classroom and studio spaces with occasional electrical and mechanical hazards but may include outdoor activities and breaks with Emerson students. Must have ability to freely access all areas of the building and Emerson grounds, this includes stairs. Must be able to lift 50 pounds, to reach above and below shoulder height and operate tools, appliances and machinery located within classroom spaces. This position works under minimal supervision, must have highly developed interpersonal skills and support the Education Curator in her leadership of Emerson educational functions.

We are an equal opportunity employer and value diversity at the Emerson. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

This job description reflects the general duties considered necessary and essential to describe the principle functions of the job as identified, and shall not be considered a detailed description of all of the work requirements that may be inherent in the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Compensation:**

Wage : \$21-\$35/hour including allocated prep time.

This is a contracted, part-time position dependent on enrollment.

No benefits

**Application Instructions:**

Only complete digitally submitted applications will be considered.

**Address Application to:** Calli Nissen, Education Curator

**Email application to:** [education@theemerson.org](mailto:education@theemerson.org)

**Subject line:** Art Education Instructor – Your Last Name

**Application Materials**

- Resume
- Letter of application addressing how applicants' skills match the position description. Please refer to the Key Responsibilities outlined above to craft your letter.
- Sample of your designed curriculums
- Three professional references – including contact information and working relationship with applicant.

**Additionally, please complete the following online questionnaire by following the link below:**

[Art Education Instructor Questionnaire](#)

This position will remain open until filled.

Deadline to apply, **October 31<sup>st</sup> by 5 Pm**