



EMERSON CENTER FOR THE ARTS AND CULTURE, INC.

JOB DESCRIPTION

Revised 02/28/2024

JOB TITLE: SUMMER CAMP INSTRUCTOR

Status: Seasonal Full-Time, Nonexempt

Starting Wage: \$19 – 25/hour DOE

Employment Period: Orientation occurs late May/early June
Summer Camps Sessions, June 10 – August 16, 2024

Location: Emerson Center for the Arts and Culture, 111 S. Grand Ave Bozeman, MT 59718

Summary: The role of Emerson Summer Art Camp Instructors is to provide quality art instruction using up to date methods and techniques in correlation with the Emerson’s mission to provide outstanding arts education to learners of all ages.

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 interns’ skills in an appropriate and efficient fashion.
- Maintains an open line of communication with Emerson staff 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.
- **Know and observe all current Emerson health and safety protocols.**

KEY RESPONSIBILITY AREA: Quality of Instruction

- Works with Emerson staff to develop valuable, up-to-date and culturally diverse curriculums. Must provide a copy of completed curriculums to Emerson staff 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.
- 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.
- Classrooms, tools and equipment must be left in a clean, working order at the end of each class session.

- Ensure that health and safety precautions are followed by all students, interns, and associated guests.
- Report any maintenance or supply issues to Emerson staff.

KEY RESPONSIBILITY AREA: Supervising Students & Youth Interns

- Ensure Youth Interns are interacting with all students and parents in a safe and positive fashion.
- Confirm students are being courteous to you, interns, 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 interns of classroom rules, prep and cleaning procedures and safety requirements.
- Report any issues with students or interns to Emerson staff.
- Be aware of any health concerns listed on the student roster provided by the Emerson.
- Be informed enough to react appropriately if a health issue arises.

RELATIONSHIPS:

Reports to: Education Curator

Supervises: Youth Interns and students

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

PHYSICAL ENVIRONMENT:

Work is performed in indoor and outdoor classrooms, and studio spaces. Outdoor activities and breaks with Emerson students are scheduled three times daily. Must have ability to freely access all areas of the building and Emerson grounds. Must be able to lift 50 pounds, to reach above and below shoulder height, and to 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 their leadership of Emerson educational functions.

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. If offered a position applicant must agree to and pass a background check.

LIFE AT THE EMERSON:

Just as we empower our community, we believe in empowering our team to create their own life's work. We move fast and challenge each other, but we always make sure we look out for one another. Our culture and values are what make working here rewarding.

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.

TO APPLY:

Application packets should be addressed to Education Curator and should include the following:

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

Applicant reviews begin – April 8, 2024

This position will remain open until filled.

Only complete digitally submitted applications will be considered.

- **Email applications to:** education@theemerson.org
- **Subject line format:** Summer Camp Instructor – Your Last Name

WAGE

This is a Full-Time nonexempt, seasonal position.

Wage \$19-25/hour DOE

May qualify for end of summer bonus

No benefits