



## Position Description

**Position Title:** Teaching Artist

**Reports To:** Education Coordinator

**Classification:** Part-Time, Hourly, Non-Exempt

**Length of Appointment:** Year-round, Ongoing

Teaching artists are key team members for Cornerstone Center for the Arts (CCA) and are responsible for planning and running the classrooms inside and outside CCA. Reporting to the Education Coordinator, teaching artists adapt curricula for use in individual classes and oversee the creation of both individual and group student projects.

### Teaching Artist Responsibilities:

- Inspire students to create and develop confidence and a sense of community through their art.
- Plan and conduct selected class(es) according to the CCA schedule.
- Establish a welcoming learning environment where students feel a sense of belonging.
- Offer a curriculum for each class each semester.
- Create and facilitate innovative projects grounded hands-on processes appropriate for the class(es).
- Work with the Education Coordinator and prepare students to showcase their work at “Celebration” at the end of the semester.
- Develop working relationships with CCA staff and other teaching artists.
- Manage class supplies.
- Administer and complete all required paperwork and reports.
- Maintain accurate record of all time worked using approved app for timekeeping.
- Maintain communication with Education Coordinator throughout the semester and attend required meetings.
- Manage and maintain all CCA facility and safety guidelines.

### Teaching Artist Requirements:

- BFA in Studio Art or Art Education preferred.
- Two years of experience teaching.
- Working knowledge of area of art.
- Active personal art practice.
- Strong attention to detail
- Reliable and flexible.
- Patience and good listening skills.
- Excellent written and verbal communication.
- Good time management and organizational skills.