



**Job Title:** Teaching Artist

***Purpose of the Position:***

The purpose of a Teaching Artist is to share the processes involved in a particular area of Art/STEM expertise with class/workshop attendees.

Teaching Artists work within the Maxtivity Studio space, classroom, outdoors, or remotely at a contracted site. Teaching Artists have a signed contract delineating their expected time and their area(s) of expertise. They may receive direction and instruction from the Programs Manager and/or the Executive Director.

***Duties to be Performed:***

Teaching Artists carry out the following tasks:

- Prepare a class/workshop proposal – including pictures (that can be used on social media)
- Plan and preparing Art/STEM activities of instructive value for participants
- Prepare and clean work areas before and after class/workshop
- Work with pARTicipants and attendees of all ages and backgrounds
- Encourage a cooperative creative class environment
- Track hours for Maxtivity
- Complete a feedback form upon completion of the class series or one time workshop

***Needed Characteristics and Training:***

- Ability and willingness to work with people of all ages with a variety of backgrounds
- Creative problem-solving abilities
- Completion of staff orientation
- Attend all relevant staff training

Specifics:

	<b>This position is:</b> part-time, seasonal <b>Pay rate:</b> \$20-25 hour	
<b>Hours per week:</b>	<b>Bilingual shift-differential:</b> 5%	

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_