

Luther Burbank Center for the Arts Job Description

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| Job Title: | Teaching Artist—Assistant |
| Department: | Education & Community Engagement (ECE) |
| Reports To: | Curriculum Specialist |
| FLSA Status: | Hourly, Non-Exempt |
| Revised Date: | 4/2022 |
| Rate of Pay: | \$20.00 /hour |

Summary

In a part-time, project-based position, the Teaching Artist Assistant works on behalf of the LBC in schools, at the Center, and/or at community sites. Teaching Artist Assistants support the work of the Teaching Artist Leads, who are responsible for designing curriculum taught. Teaching Artist Assistants should have a vested interest in arts and education. Our team of Teaching Artist Assistants are experienced in creating safe learning environments to foster pro-social development, modeling positive behavior, and supporting participant accomplishments, no matter how large or small. All Teaching Artists report to the Curriculum Specialist. Teaching Artist Assistants working on certain projects may also directly report to other LBC ECE staff. Work involves considerable public contact and is characterized by attention to detail, coordination of multiple tasks, collaboration with others, and maintenance of high standards of customer service and professionalism.

Primary Duties and Responsibilities

The individual must be able to perform each essential job function satisfactorily. Duties include:

- Reviewing and implementing curriculum created by Teaching Artist Leads
- Supporting the instruction of Teaching Artist Leads as agreed upon and requested
- Participating in pre- and/or post- planning meetings as needed
- Ensuring that all aspects of projects assigned adhere to all LBC policies and guidelines
- Submitting all requested paperwork, documentation, and/or curricular adjustments in a timely manner in accordance to deadlines set
- Communicating on a weekly basis project updates and concerns as well as hours worked throughout duration of the project assigned
- Ensuring that hours worked and reported stay within the parameters of the project as assigned

Qualifications

Minimum 2 years of experience in the relevant art field. Teaching or educational leadership experience preferred. Spanish-speaking skills strongly preferred. Employment contingent of the successful completion of a background check.

Critical Skills

- Ability to accept and implement feedback and evaluation
- Excellent verbal and written communication skills to interface with teachers, children, and parents
- Comfort with classroom environments
- Comfort with interfacing and collaborating with other educators
- Excellent skills in planning, organization, research, and time management

- Ability to speak effectively to groups
- Experience working with diverse youth populations
- Microsoft suite and other programs as needed
- Excellent customer experience skills
- Ability and willingness to maintain consistent communication through email, phone, and/or in-person meetings as necessary

Working Conditions

All Teaching Artists are required to wear the LBC uniform at all times whenever representing the Center offsite of the main campus. Teaching Artists are expected to have reliable transportation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To Apply

Resumes are accepted on an ongoing basis. Please send a resume and brief cover letter to hkeefe@lutherburbankcenter.org with "Teaching Artist Assistant" in the subject line.

No phone calls please.