



## Youth Art Instructor Job Description

The Art Center is a non-profit organization in Quincy, Illinois. Our mission is to connect people to the power of art by creating opportunities to experience, make, and share art. The Art Center is searching for artists/educators who want to work part-time to combine their skills with our talented team in a challenging and rewarding environment.

Reporting to the Director of Education, this position is responsible for providing art instruction for children enrolled in our various Quincy Art Center Studio and off-campus educational programming. Instructors must have a background in visual art or art education and a passion for enhancing the lives of children through the arts.

### Compensation

- This position is temporary part-time
- Pay: \$15-20/hour, depending on experience and credentials
- Free registration to Art Center classes at the discretion of the Director of Education
- Open Studio access at the discretion of the Director of Education
- Mileage reimbursement for travel (\$0.67 per mile)

### Opportunities and Hours

- Hours will vary depending on programming and must be scheduled with the Director of Education. As an instructor, you will be able to select a variety of opportunities that match your schedule.
- Youth programming take place primarily during the school day, weekdays when schools are closed, during school holidays, after school, and some Saturdays throughout the year. During July we run week-long art camps. Rare evening hours during summer for events.

### Primary Responsibilities and Duties:

- Create and organize project lesson plans with the Director of Education
- Perform educational lessons to classes on artistic techniques and processes, demonstrating patience and adaptability in teaching methods
- Facilitate an engaged classroom of children and implement appropriate classroom management tactics when called for
- Preparation and transport of art materials for off-campus programming



- Meet regularly with the Director of Education to coordinate programming and evaluate success of projects and classes
- Provide necessary material lists to the Director of Education for purchasing, and prepare those materials for use in the classroom
- Must be able to create a positive, comfortable, and nurturing learning environment
- Supervise and provide direction to classroom assistants and volunteers
- Collect art materials; appropriate cleanup of classroom after class is done
- Provide sufficient notice to Director of Education if unable to teach a scheduled class

### General Requirements

- Minimum two years teaching experience; experience teaching youth K-8 is a plus
- Minimum Associates degree required; Bachelor of Fine Arts (studio art) or Bachelor of Science in Art Education preferred
- Well-versed in various art forms (drawing, painting, pottery, sculpture, etc.) and have excellent artistic, research, and organizational skills
- Have a natural ability to interact and communicate effectively and positively with children and adults of all ages and backgrounds
- Demonstrate a pleasant and professional manner
- Ability to work independently with minimal oversight
- Ability to work within a budget and meet deadlines
- Candidate will need a reliable source of transportation with insurance and a valid driver's license
- Flexible schedule with availability during and after regular school hours
- Must pass annual background check

To apply, please send a cover letter, resume, three samples of your artwork, and two references to [roundtree@quincyartcenter.org](mailto:roundtree@quincyartcenter.org).