

Job Title: After School Arts Enrichment Instructor

Organization: Red House Arts Center, Inc.

Location: Syracuse, NY

Work Days: Monday - Friday, *times dependent on building assignment and program*

Position Type: Part-Time, Contract

CONTRACT PERIOD: This is a contract position from August/September 1 - May 30 with the possibility of renewal, pending a positive Instructional Performance Review and continued funding. In the case where vacancies occur, the contract begins from the date of hire until May 30.

JOB SUMMARY:

The Redhouse Arts Center is a nonprofit, multi-arts organization dedicated to the production and presentation of interdisciplinary works, theatre, music, and education.

The Redhouse After School Instructor will be responsible for working alongside other Redhouse Education Department and Syracuse City School District faculty/staff, under the direct supervision of his/her Building Lead and Redhouse Education Department Administration. They may occasionally be required to communicate and work alongside other members of the Redhouse Education Department in order to ensure quality instruction is being delivered to students.

The Redhouse After School Instructor will also be primarily responsible for planning and teaching arts education courses within the curriculum set by Redhouse's Executive Director, Redhouse's Director of Education, and the building principal. In addition to teaching assignments, the Instructor should help to develop curriculum materials, attend departmental, faculty, and instructional meetings, and participate in the overall development of Redhouse arts in education programming.

REQUIRED QUALIFICATIONS

- Teaching/classroom management experience with students
- Experience/training in theatre, dance, media arts, costume design, set design, or other artistic content areas
- Strong cultural awareness skills and the ability to present culturally relevant content to students

- Outstanding organizational, analytical, problem solving skills and demonstrated attention to detail
- Experience in oral and written communications and lesson planning
- Outstanding interpersonal skills, ability to work as a team, in a self directed manner, ability to complete work, meet established deadlines in an accurate and timely manner
- Ability to interact with program stakeholders by phone, email, and in person in a professional and personable manner
- Ability to handle sensitive personal information with discretion
- A professional, pleasant and resourceful attitude

SPECIFIC DUTIES:

- Teach arts education courses, developing lesson plans, materials, and activities for classes
- Evaluate student progress, maintaining records of attendance, student work, evaluation results, and preparing regular reports on student progress when necessary
- Provide a classroom environment that is supportive of learning
- Mentor and assist other instructors and team members in their specific area(s) of expertise represented in the curriculum
- Attend faculty meetings and work in a cooperative and collaborative manner with colleagues
- Engage in professional development required of Redhouse and District Administration