



Assistant Teaching Artist – Summer 2012 Position Description

Young Audiences of Northeast Ohio is accepting applications for Assistant Teaching Artists in the Summer 2012 ArtWorks program. ArtWorks is an arts-based job training program for area high-school students designed to provide training in the arts while developing skills for the workplace. Assistant Teaching Artists will primarily assist the work of a single artistic group within ArtWorks, working under the supervision and guidance of a professional Master Teaching Artist. Apprenticeship programs may include theatre, film, photography, music/art therapy, music, dance, media/recording arts, visual arts (all forms), architecture/design, culinary arts, poetry/literary arts and fashion/costume design.

ArtWorks will take place, indoors and outdoors, at the Halle Building and the Tri-C Metro Campus in Cleveland. The program will operate June 13–August 2, Monday-Friday, 9 am – 5 pm, though some Saturdays and evenings are required for special events.

Preferred applicants will have a strong interest in teaching, prior experience as an ArtWorks apprentice and extensive training within a specific art form. Applicants must have completed their high school diploma by June 13, 2012 and be actively pursuing some form of higher education. An interview and professional references are required for finalists. *A background check must be completed and approved prior to employment.*

Assistant Teaching Artists will:

- directly assist their Master Teaching Artists in developing and leading specific learning/work sessions with apprentice artists
- assist their Master Teaching Artists with various tasks as necessary, including administrative tasks
- act as professional role models for apprentice artists
- monitor and support program-wide adherence to ArtWorks policies and procedures
- manage their group's materials, equipment, storage and clean-up as directed by their Master Teaching Artist
- communicate important messages and documents to ArtWorks participants as requested

This position is temporary and part-time. The salary will be \$9.00 per hour.

Assistant teaching artists will work 30-35 hours per week, Monday through Friday, from June 11-August 2, 2012 (depending upon group assignment). The daily starting time will be 9:00 am and the daily ending time will be 4:00 pm unless otherwise specified. Exceptions will be made for staff meetings and special events scheduled on occasional evenings and/or Saturdays.

Applications can be found at www.yaneo.org/artworks. Applications and related materials must be received by Young Audiences no later than 4:00 pm on Friday, March 30, 2012.



Assistant Teaching Artist Application Summer 2012

Application Due: *March 30, 2012*

This application is for graduating seniors and college students **only**. Students entering 10th, 11th, or 12th grade may apply to be ArtWorks Apprentices on a separate application. College graduates should consider applying as a Master Teaching Artist or Site Coordinator.

ALL of the following materials must be received before 4:00PM on Friday, March 30, 2012 for your application to be accepted for consideration.

- This completed application form, including your responses to the short answer section of this application
- A professional resume, including all educational and professional arts experiences
- One written recommendation letter from a teacher, administrator, professor or employer (previous or current).
- An academic transcript sent to us directly from your high school or college.

Applicants whose materials are received past the deadline will NOT be considered.

PERSONAL INFORMATION (please print or type clearly)

Name: _____
first middle last

Permanent Address: _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____ Home Phone: _____

Email: _____ Cell Phone: _____

Parent(s) or Legal Guardian(s): _____ Daytime Phone(s): _____

Current School/ College: _____ Current Grade: _____

Will you have earned your high school diploma by June 13, 2011? Yes No

Your answers to these questions are confidential and will NOT affect your acceptance into the program. Applicants at all income levels may apply. Additional verification of income may be required to finalize your acceptance into ArtWorks.

Have you or anyone in your household received cash payments under a federal, state, or local income-based public assistance program (for example, welfare, free school lunches or unemployment benefits)? Yes No

Have you or anyone in your household received or been determined to be eligible to receive Food Stamps within the past year? Yes No

Do you live

- With your parents
- On your own
- With relatives
- With non-relatives

How many people (including yourself) live in your household? _____

Are arts classes offered at your school? Yes No

Gender: Male Female

Ethnic Origin (optional):

African American/Black

Native American Indian

European American/Caucasian

Asian/Pacific Islander

Latino/ Afro-Caribbean

Other _____

LOCATIONS & PROGRAMS

ArtWorks is a Monday-Friday commitment of up to 35 hours per week for 6 weeks with some evenings and Saturdays required. Program dates depend upon which program site you are assigned based upon your program interests.

Which art form(s) are you most qualified to teach? (choose ONE or TWO)

NOT ALL PROGRAMS LISTED WILL BE OFFERED.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Photography / Film | <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Theater / Acting | <input type="checkbox"/> Media / Recording Arts |
| <input type="checkbox"/> Visual Arts – Clay/Painting/Drawing | <input type="checkbox"/> Music | <input type="checkbox"/> Digital Game Design | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Architecture / Design | <input type="checkbox"/> Fashion / Costume Design | <input type="checkbox"/> Poetry / Literary Arts | <input type="checkbox"/> Technical Theater |

At which locations are you willing to work? (Check ONE or BOTH)

- Halle Building** (1212 Huron Road East, Cleveland) **June 13-July 26**
- Tri-C Metro Campus** (2900 Community College Ave, Cleveland) **June 20-August 2**

SHORT ANSWER

Please answer ALL of the following questions on a separate page. Typed responses are preferred.

- Will you be able to attend all scheduled work/performance dates and times as shown above? If not, please explain.
- Assistant Teaching Artists will work under the direction of professional artists to lead small apprentice groups. Why do you want to participate in ArtWorks in this position? (300–500 words)
- What jobs or internship experiences have you had in the past (within or outside of an arts field)? Include any educational, volunteer or job experiences you have had that demonstrate your ability to mentor young artists.
- Describe in detail what makes you a good teacher. (300–500 words)
- ArtWorks is an equal-opportunity employer. Do you have any special needs or physical limitations that require accommodations? Explain.

By signing below, I declare that all information provided on this application is true, accurate and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. I authorize investigations of all statements contained in this application as may be necessary to make an employment decision. I agree that Young Audiences will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions or responses made on this application. I understand that employment into Artworks is "at will," which means that either I or Young Audiences can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I hereby acknowledge that I have read and understand this entire application.

Applicant Signature _____ Date _____

Parent/Guardian Signature (if applicant is under 18) _____ Date _____

THE NEXT STEP

You are encouraged to contact the Young Audiences office before the application deadline to verify that we have received all of your materials. Finalists will be contacted directly for an interview. All prospective candidates must have an interview with ArtWorks staff. Interviews will be held Tuesday-Friday, April 17-20, 2012 at the Young Audiences office.

Please return to: ArtWorks Assistant Teaching Artist Applications
Young Audiences of Northeast Ohio
13110 Shaker Square, Suite C203
Cleveland, Ohio 44120
Fax: 216.561.3444 Phone: 216.561.5005