

## ARTS EDUCATION INSTRUCTOR – PART-TIME

### JOB DESCRIPTION

**Classification Responsibilities:** An Arts Education Instructor is responsible for instructing a variety of performing arts or fine art media classes (example: design, drawing, jewelry, lapidary, painting, papermaking, photography, pottery, printmaking, sculpture, stained glass, etc.) for youth and adults. Duties related to class instruction include: providing demonstrations, handouts, lectures, slide presentations, individual instruction, critiques, and safety awareness; researching state-of-the-art techniques to present during classroom settings; making purchases of supplies and equipment related to assigned instructional area(s); providing a high level of customer service; and assisting with monitoring expenditures for the budget. Other responsibilities involve: maintaining and operating a studio and related equipment; and assisting in the selection, training, and evaluation of other contracted instructors and volunteers. This class performs related work as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. An Arts Education Instructor's work schedule is varied and evening classes and some weekend events are included as a normal part of a teaching schedule. Supervision is received from the Arts Education Specialist who reviews work through observation, conferences, and results achieved. Part-time employees in this class are FLSA non-exempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education and experience equivalent to a Bachelor's Degree in visual arts, fine arts, performing arts or a related field. Good (1 - 3 years) teaching experience in visual arts, fine arts, or performing arts instruction (by assignment).

**Special Requirements.** None

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

### ESSENTIAL FUNCTIONS

One position may not include all the essential functions, knowledge and abilities listed, nor do listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communications:** Communicates with the public, other City employees, other arts education organizations, vendors, representatives of the local arts community, and students in order to plan, organize, and present teaching materials, demonstrations, lectures, and critiques for classes taught, and

conduct outreach activities and special events. Instructs youth and adult students in various performing arts or fine art media. Assists with preparation of lesson plans, curricula, course objectives, handouts, supply orders, grants, and evaluations of contracted instructors and/or volunteers. Makes oral presentations to provide instruction and hands-on demonstrations.

**Manual/Physical:** Prepares, repairs, and maintains classroom and studio facilities, tools, and equipment. Assists with preparing and updating class time schedules, and subjects for contracted personnel. Performs physical inventories of supplies and equipment related to assigned area(s). Cleans work area and maintains related equipment. Reviews the work of students and assistants to ensure compliance with standard operating procedures and safety practices involved in visual arts programs and activities, including use and care of studio and equipment. Distinguishes colors to produce artwork in a specific medium (example: pottery/jewelry examples), and create artistic materials for display or demonstration, such as workshops, demonstrations, and festivals. Uses equipment and hand tools common to art media. Researches and compiles ideas, materials, equipment, and techniques related to art media. Works with cleaning fluids and agents, chemicals, paints and similar solutions using normal, routine protective equipment. Meets scheduling and attendance requirements.

**Mental:** Assists with assigning work to contracted instructors, volunteers and/or students, and prioritizes own work. Assists with resolving procedural problems. Assists with coordinating class activities with other City employees and students, coordinating outreach activities, workshops, and special events with other City employees, the local arts community, schools, businesses, and the general public. Assists with planning, organizing, and directing the activities of instructional classes in a variety of art media, as assigned.

**Knowledge and Abilities:**

Knowledge of:

training/instruction methods and design;  
methods to determine and evaluate the needs and interests of the community related to a specific area of visual arts, fine arts, performing arts; and  
teaching methods involved in organizing, planning, and instructing visual art, fine art, or performing art classes, processes, and products.

***Drawing and Painting Assignment:***

varied approaches and techniques common to drawing, painting, and water color;  
design elements, perception analysis, color theory, paint application and  
the construction, use, and care of brushes;  
the toxic hazards within some paint products;  
canvas types and paint application; and  
watercolor techniques such as dry brush, wet-on-wet, washes, paint consistency, and paper character.

***Jewelry, Metals and Photography Assignment:***

jewelry making, which includes stone setting, cutting, shaping, forming, and soldering techniques unique to various metals;  
specialized jewelry making techniques, which includes conchos, titanium techniques, overlay, and lost wax casting;

lapidary which includes stone cutting and shaping techniques;  
the torch system, proper use and safety considerations;  
saw blade sizes and various frame adjustments;  
roll printing processes and safety precautions; and  
photography, camera operation, and darkroom techniques.

***Performing Arts Assignment:***

Varied techniques used in theater, dance, and music instruction

***Pottery Assignment:***

varied techniques used in glaze/clay formulation, hand building, throwing on a potter's wheel, and surface decoration;  
materials and techniques used for clay, slips, and glaze preparation;  
raku and primitive firing techniques; and  
kiln types and specific firings.

Ability to:

work patiently and effectively with children and adults in a learning environment;  
keep abreast of new publications, techniques, and texts;  
objectively and tactfully critique students;  
listen well and communicate effectively with students;  
provide a high level of internal and external customer service; and  
work effectively with other staff members, City personnel, the general public and other arts education organizations.

***Drawing and Painting Assignment:***

teach watercolor, oil drawing, airbrush, scrimshaw, and pastel;  
use an airbrush in painting techniques;  
make, paint, and produce related graphics earthwork as requested;  
paint signs, maps, and posters; and  
take photographs for brochures, section displays, and public release purposes.

***Jewelry, Lapidary and Photography Assignment:***

coordinate mechanical, electrical, chemical, and general repair to studio equipment and tools; and  
make tools and repair items as necessary.

***Performing Arts Assignment:***

teach music, dance, theater or other performing arts; and  
coordinate and conduct workshops.

***Pottery Assignment:***

operate pottery wheels, electric and gas kilns, slab roller, air brush, compressor, spray booth, clay mixer, pug mill, extruder, ball mill, gram scale respirators, and banding wheels;  
plan and conduct kiln building workshops; and  
coordinate and conduct workshops with guest artists.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

New 4/18

PN/co/rb

CS4214.DOCX (Part-time, Non-benefited)

PAY GRADE: 42

EEO-Prof

IND-9063

JOB FCTN-ART

INCREMENTS 66-200