



P. O. Box 1632 • SANTA CRUZ, CA 95061 • (831) 607-8952 • WWW.WILLIAMJAMESASSOCIATION.ORG

TEACHING ARTIST JOB DESCRIPTION

The Position: The Teaching Artist is a professional artist who provides program development, instruction, and facilitation while interfacing with Arts in Corrections program participants, the WJA Site Coordinator, on-site CDCR staff to ensure the smooth and secure delivery of Arts In Corrections (AIC) programming. As a primary resource, the Teaching Artist has the advice and assistance of the Site Coordinator with whom s/he/they/them can discuss concerns, resolve issues, etc.

Requirements for the Position:

- 1.) The Teaching Artist is a professional artist with sufficient experience teaching in one or more of the following disciplines; theatre arts, literary arts, performing arts, traditional arts, and/or music.
- 2.) The Teaching Artist has the temperament and demeanor to work successfully with program participants, on-site staff, Site Coordinators, CDCR, and WJA Staff to resolve problems as they arise. This will include the ability to communicate effectively both verbally and in writing with involved parties.

Job Duties:

- 3.) The Teaching Artist is responsible for the delivery of culturally relevant arts programming lessons that (1) value diversity, (2) have the capacity for cultural self-assessment, (3) are conscious of the dynamics inherent when cultures interact, (4) institutionalize cultural knowledge, and (5) reflect an understanding of the diversity between and within cultures.
- 4.) The Teaching Artist develops programming with program participants that is mutual and collaborative, individualized and responsive to all parties changing needs; and maintains confidentiality.
- 5.) The Teaching Artist must also be flexible to deliver lesson plans on paper that can be used for on-site or off-site programming (distance learning).
- 6.) The Teaching Artists maintains a consistent and supportive environment for both staff and the program participants and serves as a role model for the program.
- 7.) The Teaching Artist consults with the Site Coordinator on a monthly basis, as needed, to get assistance in anticipating possible program difficulties or to resolve program challenges.

8.) The Teaching Artist submits monthly all required materials including; participant attendance and sign-in sheets, invoices, and other documents in a timely manner according to CDCR and WJA Administrative deadlines.

Employment Classifications:

9.) **Regular Part-Time Personnel.** All employees who work fewer than 32 hours per week are considered part-time.

10.) **Non-Exempt Personnel.** Nonexempt employees are not exempt from Federal Labor Standards Act requirements. Employees who fall within this category must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week or 8 hours in a day.