

**TITLE:** Education Outreach Assistant & Teaching Artist

**REPORTS TO:** Director of Education

### **JOB PURPOSE**

A part-time position, the Education Outreach Assistant & Teaching Artist will represent the Levoy Arts and Education Center in schools, at the Center, and/or at community sites by delivering program curriculum, facilitating events, and interacting with the community in various formats. The Education Outreach Assistant & Teaching Artist should be passionate about bringing performing arts education to individuals of all ages, youth to senior, as well creating successful and equitable outreach opportunities and community partnerships. Community interactions will range from students in schools, to the teachers, administrators, political stakeholders and more.

### **DUTIES and RESPONSIBILITIES:**

- Facilitate and assist with implementation of programs including our 8 week educational classes, workshops, in-school programming, summer camp, and more
- Assist in program curriculum development
- Deliver program curriculum via after school programming, workshops, and the like to students of various backgrounds and abilities based on curriculum, teaching skills through games and activities
- Establish a welcoming learning environment where students feel a sense of agency and belonging
- Develop positive relationships with youth and adults to effectively communicate and ensure a safe learning environment
- Facilitate events including Center party rentals, and Parents' Night Out
- Work with local school districts on communication and sales of Center programs
- Reach out to various groups including senior centers regarding Center programs
- Inspire the community to create, play, and develop confidence and a sense of community through theatre arts
- Community relationship building, including tabling at local events
- Participating in pre- and/or post- planning meetings as needed
- Ensuring that all aspects of projects assigned adhere to all Levoy Arts and Education Center policies and guidelines
- Submitting all requested paperwork, documentation, and/or curricular adjustments in a timely manner in accordance to deadlines set
- Communicating on a weekly basis project updates and concerns as well as hours worked
- Ensuring that hours worked and reported stay within the parameters of the projects as assigned
- Other duties as assigned

**YOU MIGHT LOVE THIS JOB IF:**

- You love working with people of all ages and are excited to nurture their growth
- You are creative and think on your feet
- You are full of initiative and motivated to learn
- You are passionate about equity and creating an environment that meets the needs of the community, including youth and senior citizens from all backgrounds
- You are flexible and thrive in an environment that is different each day
- You enjoy working in a team environment and collaborating with kids and adults
- You have some experience in, and enjoy performing arts: (for example: dance, music, opera, theatre and musical theatre, magic, illusion, mime, spoken word, puppetry, circus arts, stand up comedy, improv, and performance art)
- You enjoy/are interested in a wide variety of performing arts
- You are committed to fostering youth development and growth for as well as social interaction and providing senior citizens with opportunities through educational arts

**CRITICAL SKILLS:**

- Ability to accept and implement feedback and evaluation
- Excellent verbal and written communication skills to interface with teachers, children, and parents, and senior citizens, as well as those with varying learning styles and abilities
- Comfort with classroom environments
- Comfort with interfacing and collaborating with other educators
- Excellent skills in planning, organization, research, and time management
- Ability to speak effectively to groups
- Comfortable using Google Suite and other programs as needed
- Excellent customer experience skills
- Ability and willingness to maintain consistent communication through email, phone, and/or in person meetings as necessary
- Positive attitude required. Creative spirit desired.

**DESIRABLE SKILLS (bonus but not required):**

- Formal or informal experience working with youth and/or adults from diverse backgrounds and with a variety of learning styles and abilities
- Associates degree or higher in education, performing arts, or humanities, or similar

**QUALIFICATIONS:**

Spanish-speaking skills are strongly preferred. BIPoC are greatly encouraged to apply. Employment contingent on the successful completion of a background check. Must have reliable transportation and a valid driving license.

**HOURS:**

Part-time 15 - 20 hours per week. Some weekends and evenings are required.

**RATE:** \$18-\$20 per hour depending upon experience

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**TO APPLY:**

Email cover letter and resume to [renee@levoy.net](mailto:renee@levoy.net).

The Levoy Arts and Education Center is committed to creating a diverse work environment and is proud to be an equal opportunity employer.