

West Michigan Center for Arts and Technology Job Description

Job Title: Idea Lab Associate Art Instructor
Reports to: Director of Creative Programs
Length of Employment: June 3-4: June 10-August 2, 2019 (12:30-3:30PM, Mon-Thurs)
Pay Rate: Starting at \$16/hour

SUMMARY

The Idea Lab Associate Instructor will work alongside WMCAT staff to implement an 8-week employment program for 24 high school teens of varied experience levels, to produce a video and related marketing efforts for a community partner.

PRIMARY RESPONSIBILITIES

- Coordinate with the Lead Instructor on instructional design decisions, student-related matters, and supply needs to produce a deliverable video product for our client within given deadlines.
- Teach and direct students in all phases of video production (to include scripting, recording, editing, audio, lighting, directing and computer graphics) as it relates to the established deliverable for our client.
- Help instruct students in the use of Adobe Premiere Pro, Adobe Photoshop, and other video software.
- Help organize storage areas and controls the use of materials and equipment to prevent loss, abuse, injury, or security breach.
- Demonstrate the proper operation and use of video production equipment.
- Archive and catalog student-created content for use by client and WMCAT
- Work with the Lead Instructor to maintain consistent learning and work expectations for all students.
- Foster caring and trusting relationships with students; provide supportive, fair, and non-discriminant treatment of all students regardless of race, color, religion, creed, sex, sexual orientation, gender identity, and national origin.
- Promote the value of consistent school attendance, high school graduation, and postsecondary planning for all students.
- Supervise off-site field trips related to postsecondary education and career planning.
- Evaluate student progress, provide feedback to students, and make referrals to WMCAT support staff when appropriate.
- Manage technology, equipment, and supplies responsibly, including computers and other resources used during the program.
- Maintain responsive and professional communication with community partners and stakeholders as a representative of WMCAT.
- Perform other related duties as assigned and necessary to support the essential responsibilities outlined above.

MINIMUM QUALIFICATIONS

- Familiarity with all phases of video production
- Advanced proficiency in Adobe Premiere Pro
- Intermediate proficiency in Adobe Photoshop and Illustrator
- Extensive knowledge with OS X and Apple computers
- Familiarity of social media marketing

- Excellent communication, organizational, and interpersonal skills
- Cultural competency to work with individuals from varied backgrounds and to foster open communication among groups
- Punctuality, flexibility, and enthusiasm
- Pass a background check

PREFERRED EXPERIENCES/EDUCATION

- Advanced proficiency in Adobe Photoshop, Illustrator
- Intermediate proficiency in Adobe After Effects
- Prior teaching experience working with youth
- Prior related experiences working with teens from diverse cultural backgrounds
- Bachelor's degree or higher in area related to studio instruction, the arts, or education
- Bilingual Spanish skills a plus

COMPENSATION

Compensation starting at \$16/hour will be commensurate with candidate's experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an instructor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the instructor is regularly required to use hands to handle, or feel, and is frequently required to talk or hear. The instructor regularly is required to sit, walk, stand, and reach with hands and arms. The instructor is occasionally required to stoop, kneel, climb or crouch. The instructor must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

TO APPLY

Interested applicants should review information about WMCAT and our Teen Arts + Tech Program at www.wmcat.org to familiarize themselves with the organization's mission and approach to education. Qualified individuals are invited to submit a letter of interest and résumé to trudy@wmcat.org by May 20, 2019.