



PACIFIC NORTHWEST COLLEGE OF ART DATE: June 11, 2018

OPEN POSITIONS: smARTworks Instructor

DEPARTMENT: Community Education

REPORTS TO: Youth Program Manager

Hiring Manager: Youth Program Manager

Schedule: varied between Apr 4-May 23, 2020 (Saturdays) and Jun 15-Jul 24, 2020 (M-F)

PAY RATE: \$40/hr

JOB DESCRIPTION: To assist with the general daily operations and administrative processes of the Summer Youth smARTworks and designLabs programs

RESPONSIBILITIES

- Preparing a syllabus and curriculum for the class that incorporates the themes and materials specified
- Submitting a detailed supplies request for all materials needed
- Implementing art-based projects and activities
- Create a classroom environment of safety, inclusion and acceptance
- Cleaning the classroom every day at the end of the session

REQUIRED:

- Excellent written and verbal communication skills
- 2 years of teaching experience preferred
- In depth knowledge of teaching methods and pedagogy
- Contribution of feedback/ideas/suggestions for running program more smoothly
- Strong organizational and leadership skills
- Ability to respond to conflict/confusion
- Must be able to pass background

HOW TO APPLY: Email ce@pnca.edu a short statement of interest and about your qualification for the position including a link/attachment of your cv and with "smARTworks Instructor" as the subject line of the email.

PNCA is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity. Additional information about PNCA can be found at pnca.edu.