



**Position: Art Instructor – Ceramics Program**

**Reports to: Ceramics Program Director**

**Location: Telluride, CO**

### **AH HAA SCHOOL FOR THE ARTS**

For over 30 years, Ah Haa School for the Arts (Ah Haa) has been inspiring people of all ages to discover, nurture and celebrate their creative possibilities. Ah Haa School for the Arts has been a place of inspiration, creativity, and curiosity for people of all ages in Telluride and the surrounding Colorado communities. In 2021, Ah Haa moved into downtown's arts district in the Silver Jack building, a 10,000 square-foot, purpose-built community center with enhanced studios and thoughtfully designed classrooms that spark expanded opportunities for participation. Ah Haa is also home to the prestigious American Academy of Bookbinding (AAB) located at the nearby historic Stone Building.

### **What We Are Looking For**

The Art Instructor, Ceramics Program will be an energetic, detail-oriented individual who will be responsible to provide ceramics-specific art instruction for youth, teens, and/or adults enrolled in after school programs, summer camps and/or weekend programming. Art Instructors must have a ceramics background and a passion for enhancing the lives of others through the arts, with a desire to understand and internalize the mission, values, and goals of Ah Haa School for the Arts.

**This is a seasonal, part-time position with variable hours. The position requires a Colorado background check.**

### **CORE RESPONSIBILITIES**

#### **Art Instruction and Classroom Management (90%)**

- Instructing youth in grades K-6, teens in grades 7-12, and/or adults.
- Create and organize lesson plans; prepare and gather materials before class.
- Able to assess age appropriateness of lessons and materials in the classroom.
- Perform demonstrations for the class on technique and process.
- Aid students with the completion and generation of ceramics projects.
- Supervise and provide direction to Program Assistants and Volunteers.
- Prepare ceramics materials and tools for lessons.
- Properly clean studio after class; wipe surfaces, mop floors, clean sinks, wrap and store unused clay.
- Return materials and tools to proper place in the studio.
- Provide sufficient notice to supervisor if unable to teach a scheduled class.
- Monitor supply levels and communicate needs to Director.
- Lead set up and tear down classroom for classes; assign cleaning tasks to students, Program Assistants and/or volunteers

- Maintain studio and its equipment with a priority for the health, safety and well-being for staff, students, instructors, and volunteers.
- Communicate policies and protocols to students and/or parents/guardians; maintain appropriate waivers and authorizations; communication same to Ah Haa Front Desk & Registration Assistant.
- Trace and monitor absences; communicate to parent/guardian, Ah Haa staff, or other authority as directed.
- Report health, well-being and safety concerns, record Incident Reports as necessary.
- Meet with staff to coordinate programming plans and evaluate success of projects and classes.

#### **Other Duties as Assigned (10%)**

- Provide guidance and mentorship to Program Assistants and Volunteers.
- Attend planning meetings and orientations as scheduled and required.
- Other duties as assigned.

#### **REQUIRED SKILLS, ABILITIES AND EXPERIENCE**

- Two years teaching experience is preferred; Bachelor's degree or higher in Fine Arts is a plus
- Well-versed in ceramics and have excellent artistic, research, and organizational skills.
- Must be able to multi-task; be productive, focused, and flexible in a creative & sometimes busy environment.
- Ability to take initiative and effectively adapt to change.
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Works well in a collaborative team environment.
- Able to work independently with minimal oversight.
- Excellent verbal and written communication skills
- Demonstrated commitment to diversity and inclusion practices
- Communicate and demonstrate a standard of excellence and proactive problem-solving that sets an example for others.
- Represents the organization in a positive light that encourages participation and engagement with the public, participants, donors, and friends of the organization.

#### **SALARY RANGE: \$25.00 - \$35.00/hr. depending on experience**

In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

Interested candidates, please email cover letter and resume to Ah Haa School for the Arts ([info@ahhaa.org](mailto:info@ahhaa.org)). No phone calls please.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS is an "at-will" employer.

AH HAA SCHOOL OF THE ARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

**Ah Haa School for the Arts**

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