

Teaching Artist Job Description



Organization Summary

The Unusual Suspects Theatre Company's (US) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed; and to be heard, valued and respected. We strive to be a bridge that helps youth make positive life choices.

The Unusual Suspects are committed to diversity, equity, and inclusion and strongly encourages people of color, women, LGBTQ+ individuals, and those with protected class backgrounds to apply. We value the individuals that we hire and look forward to creating a positive, diverse work environment for all identities.

Job Summary

The Teaching Artist (TA) is a leader for our programming in the schools, community centers, youth detention centers, parks, and other sites we serve, and play a critical role in the success of the programs. They take on a variety of responsibilities within the programming including; facilitator, mentor, coach, actor and teacher.

The Unusual Suspects TA should have established experience in theatre arts or playwriting disciplines and be passionate about teaching school-aged children in public school settings, community centers, and parks. Our team of TA's are dedicated to creating a safe learning environment, fostering prosocial development, modeling positive behavior, and supporting our participants' accomplishments. Work hand-in-hand with school administrators, teachers, and other partners, our TA's are responsible for all daily program goals.

The Teaching Artist role is a part-time, non-exempt position and will report to the US Program Managers.

Duties and Responsibilities:

- Bring theatre to life and cultivate a creative space for youth to find their voice, make friends in an ensemble, and deepen their appreciation for the art of their cultures and communities.
- Implement US arts integrated curriculum and or create lessons to support social and emotional development through theatre arts instruction, both in-person and online
- Proficiency in one or all of the following theatre arts disciplines; acting, improvisation, playwriting, movement, vocal production or technical theatre production
- Ability to succeed in a hybrid work environment, both in-person and virtual (Zoom, MS Teams, etc.)
- Guides students to full-scale culminating presentations, both in-person and virtual
- Allow students to "share out" what they have learned and reflect on their learning at each workshop
- Plan and establish a safe learning environment for all participants and artists
- Participate in pre-plan and post-planning meetings with co-teaching artists, US staff, and or mentors
- Document workshop agenda and successes and challenges for each session and share with administrative staff
- Report weekly to manager and/or administrative staff any workshop concerns including any issues with; lessons, learning, attendance, and the facility
- Be committed to on-going professional development as an arts practitioner and educator, and to participate in US community events
- Submit participant attendance and sign-in sheets, and other required documents in a timely manner in accordance with the administrative deadlines
- Adhere to US guidelines & policies and to the guidelines & policies of the facility, reporting

- any incidents or problems to US leadership and the school or camp management
- Be a positive role model to students, school staff, Volunteer Mentors, and fellow Teaching Artists
- Perform other duties as needed
- **There are two mandatory, paid trainings for all TA candidates:**
 - US Fall 2021 TA Training; Aug. 16th, 17th, 18th from 10:00 am to 4:00 pm
 - Diversity, Equity, and Inclusion Training - you must join one of the two sessions offered;
 - Session One; Aug. 23rd, 24th, 25th from 10:00 am to 12:00 pm
 - Session Two; Aug. 30th, 31st, and Sept. 1st from 10:00 am to 12:00 pm

Desirable Skills & Qualifications

- A Bachelor degree (BA, BS, etc.) is preferred, in a related field
- At least 5 years of working experience in a similar role
- Work well with people in various communities, institutional and governmental organizations
- Cultural competency to work with individuals from diverse backgrounds
- Work with diverse set of community-based organizations, residents and stakeholders
- Foster open communication within and among diverse groups
- Work in a team environment with minimal supervision
- Some experience in community organizing, team building and group dynamics is helpful
- Experience in meeting facilitation, and/or community relations
- Ability to work independently, be flexible, and manage multiple priorities
- Work well in a team-oriented environment and maintain harmonious relationships
- Proficient computer skills, especially using Microsoft Suite and Google Suite applications
- Detail-oriented with excellent communication, organizational, interpersonal, and writing skills
- Experience with public speaking and presentations
- Direct knowledge and/or experience within SPA 2 region preferred
- Must have reliable transportation, be able to drive a car and have appropriate auto insurance coverage, and a valid driver's license
- ¡Y damos preferencia a los maestros y artistas que hablan español!

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the mission, vision and values of the Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to drive a motor vehicle and have access to reliable transportation. Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works primarily at program sites. Must be willing to use personal equipment such as cell phone and laptop/tablet when working remotely. Must be willing to undergo clearances/ background checks for school and probation camp sites.

Salary & Schedule

- \$55 hourly teaching rate, \$15-\$20 hourly planning rate. Non-exempt part-time position.
- Position is expected to work 10-20 hours weekly. Candidate must be open to work a flexible schedule, including some evenings and weekends.

Apply Today!

Send resume and cover letter to jobs@theunusualsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.