**Joan Mitchell Foundation**

*Discovering the Capacity & Resources Within:*

*Valuing the Experience of the Teaching Artist*

**Job Descriptions for Expanded Leadership Roles**

***The following is an excerpt from the Artist-Teacher Manual, a professional guidebook we provide to our staff:***

In an effort to provide a greater range of professional opportunities for our Artist-Teacher (AT) staff, the Art Education Program (AEP) has identified the following positions in addition to the standard classroom residency. These are intended to provide alternative avenues for professional growth. Leadership roles are held for a minimum of one year with the option to continue for a total of two years.

As Leadership roles become available the AEP Admin will announce a call for applicants. In order to be eligible for a leadership position, Artist-teachers must meet the following requirements:

* Have worked for JMF for at least 2 two years
* Exhibit strong communication/interpersonal skills
* Exhibit a high level of professionalism
* Punctual in person and with paperwork; able to meet deadlines.

Note: If you have held a leadership role you must wait one year before applying again. ATs may apply for the same role or a new one, however the AEP Admin gives priority to qualified applicants that have not yet had opportunities to perform these roles.

All applicants for leadership roles must submit answers to the following questions via email:

* What interests you about this position?
* What relevant experience do you have?
* What skills or special qualifications do you have to offer?

Depending on the leadership role, other documents or work samples may be required (for example, the applicants for Spanish Language Translator will be required to translate a sample text).

In the event that no ATs apply for a leadership position the AEP Admin may:

* Select a qualified applicant on a discretionary basis.
* Suspend, eliminate, or reconfigure positions as needed.

**Peer Coach**

1 Peer Coach has been contracted for the 2014-2015 year

**Duties**

• Collaborate on the design and facilitation of PD trainings and workshops

• Observe Leads, Assistants, and Fellows, identified by AEP Admin

• Read and respond to weekly reflections identified by AEP Admin

• Assist with PDP Programmatic needs as necessary

• Track own hours and remain within budget

**Hourly Rate: $55**

**Maximum Hours Allotted Annually: 182**

**Student Opportunities and Support Assistant**

1 SOS Assistant has been contracted for the 2014-2015 year

**Duties**

• Support Student Opportunities and Support (SOS) Manager with workshop, event planning with a focus on art & design careers and enrichment, the college admissions process, as aligned with the SOS program’s goals.

• Propose new programming that meets the progressive needs of the program

• Offer portfolio reviews, as well as college, career advice and guidance to students as needed

• Act as a mentor and advocate to students in a group setting; instill college readiness habits  
• Collaborate and coordinate with program staff and community collaborators  
• Conduct ongoing reporting and evaluation of SOS activities as related to program objectives  
• Participate in training for culturally responsive pedagogy and ongoing college readiness program needs  
• Track own hours and remain within budget

**Hourly Rate: $55 per hour**

**Maximum Hours Annual Hours: 180**

**Site Liaisons**

Site Liaisons will be placed at Riis Settlement and St. Nicks, 850 Grand St (total of 2).

**Duties**

• Coordinate 3 site meetings (beginning, middle, & end of year) where Site Directors, ATs, and counselors can check-in about pertinent issues (storage, exhibitions, scheduling, etc.)

• Draft meeting note summaries and send to Professional Development Program (PDP) Manager, Community Partner Admin, and ATs working at site

• Obtain, distribute, and update a calendar of JMF/site related events for JMF and site personnel

• Meet monthly and as needed with Site Directors to communicate about site related issues

• Report to PDPM and AEP Program Director with regards to events and issues concerning sites

• Coordinate 3 storage closet clean-ups and inventories per year (Sept, Dec/Jan, June)

• Act as first line of support when ATs experience site-related challenges.

• Coordinate with Exhibition Coordinators to collect, organize, transport and distribute artworks associated with All-Sites and Saturday Program exhibitions

• Coordinate site based exhibitions and events; oversee any, planning meetings, labels, project descriptions, matting, installation, receptions and re-distribution of artworks required

• Represent the Foundation and present AEP program offerings to parents, students, and staff at their respective sites

• Attend family art nights, site exhibitions, and other site related events

• Track own hours and remain within budget

**Hourly Rate: $30 per hour**

**Maximum Hours Allotted Annually: 80 (40 per AT)**

**Exhibition Coordinators**

2 Exhibition Coordinators will share leadership responsibilities for the following shows:

-Riis: Spring Arts Festival

-St. Nicks: All Sites Show

-JMF: Saturday Studio Exhibition

**Duties**

• Communicating information regarding dates, deadlines, timelines, instructions, etc.

• Create, and maintain a public exhibitions calendar mapping out all the exhibitions for the entire year

• Visit sites to help select artworks when necessary

• Advise ATs and site Liaisons on best practices for presenting artworks in exhibitions

• Assist Site Liaisons with site based exhibitions

• Attending planning meetings with AEP and community-based partners

• Coordinate drop-off and pick-up of artworks

• Collect and information for labels, artist statements, etc.

• Create wall labels, exhibition binder

• Draft and/or edit press materials; get approval from AEP Admin before going public

• Send out email announcements

• Supervise the sale of student artworks

• Schedule ATs to assist with install/de-install

• Partake in as much install/de-install as scheduling allows

• Organize and attend opening/closing receptions (refreshments, set-up, clean-up)

• Order materials for install/de-install and exhibition presentations

• Collect Lesson Plans from ATs for projects associated with CUE Exhibition

• Document Exhibitions

• Add to/Edit Exhibition Coordinator Manual

• Track own hours and remain within budget

**Hourly Rate: $30**

**Maximum Hours Allotted Annually: 130 (65 per AT)**

**Spanish Language Translator**  
The Spanish Language Translator will support the AEP by translating documents and messages as needed.  
**Duties**  
• Translating AEP forms  
• Translating AEP web content and brochures  
• Translating emails and correspondence generated by ATs when necessary  
• Translating exhibition texts when necessary

• Track own hours and remain within budget  
  
Hourly Rate: $30 per hour  
Maximum Hours Allotted Annually: 30

**Curriculum Resource Committee**  
ATs have expressed a need for in-depth curricular guidelines. A committee will be established to develop Curriculum Resource Guide that identifies the concepts, skills, and mediums that ATs should teach their students as they progress from K-12. This document will identify appropriate concepts, skills, and mediums that should be taught to a given age group on an annual basis.   
The committee will consist of 6 ATs:

• 2 Editorial Committee Members

• 4 Regular Committee Members

**Duties**  
• The committee will meet 6 times per year for planning meetings. Between meetings Editorial Members will draft the curriculum based on the meeting notes and present to the collective for review in subsequent meetings. This structure is subject to change year-to year based on how the project will progress.

• Update the PDPM after each meeting.

• Track own hours and remain in budget

**Hourly Rate: $30 per hour**

**Maximum Hours Allotted for Meetings: 108 (18 per committee member)**

**Maximum Hours Allotted for Writing/Editing: 50 (25 per committee member)**

**Maximum Hours Allotted for General Correspondence: 18 (3 per committee member)    
Total Hours Allotted Annually: 174**

**Newsletter Coordinator**  
The Newsletter/Blogger will generate editorial content celebrating JMF/AEP/CBO activities and events. Content can be used for web and print purposes.  
**Duties**  
• Create 4 quarterly issues consisting of articles, interviews, accompanying photographs, announcements, etc.  
• Communicate/meet with AEP to identify noteworthy topics.  
• Visit JMF sites to report on activities, classes, and events.  
• Photograph activities, and artworks.  
• Draft content for web and print.

• Track own hours and remain within budget

**Hourly Rate: $30 per hour**

**Maximum Hours Allotted Annually: 80**