

Minnetonka Center for the Arts

JOB OPPORTUNITY

Title: Summer Arts Camp Teaching Assistant

Our History:

The Minnetonka Center for the Arts is a non-profit community based organization providing instruction in the visual arts. Founded in 1952, the Art Center has been offering community and educational access to Minnesotans throughout the western suburbs, Twin Cities, and beyond.

Our Mission:

In the belief that the visual arts are indispensable to a healthy community, it is the mission of the Minnetonka Center for the Arts to provide teaching excellence, quality exhibitions and cultural enrichment for people of all ages, interests and abilities.

Minnetonka Center for the Arts provides:

- *Educational visual arts programs* for all ages and abilities. Classes and workshops introduce students to the history, techniques, materials and processes of the visual arts through hands-on, interactive experiences.
- *Community programs* include school and organizational partnerships, children & teen classes, kids and family workshops, Art Center tours and private lessons.
- *Summer Arts Camp* provides visual arts opportunities in all media throughout the summer to children ages 5-15.
- *Special Events* in which members of the community can participate in visual arts activities, educational opportunities, view exhibitions and take part in artist talks and lectures.
- *Exhibition Spaces* which exhibit art work created at the Art Center, locally and nationally.

Here is a sampling of the art classes offered in Summer Arts Camp 2018:

Fiber Arts * Illustration * Ceramics Wheel & Hand * Stone Carving * Drawing Skills * Printmaking * Fused Glass * Mixed Media * Watercolor and Acrylic Painting * Clay Handbuilding * Digital Photography

Job Description:

The Minnetonka Center for the Arts is looking for Summer Arts Camp Teaching Assistants who will work with Summer Arts Camp Instructors and the Children & Youth Program Director to prepare and execute visual arts classes to children ages 5-15 throughout our 11 week Summer Arts Camp Program.

2018 Summer Arts Camp start and end dates:

June 11 through August 24, 2018

Summer Arts Camp Assistant(s) will be expected to:

- (1) Assist in the preparation of materials and project examples for classes
- (2) Assist in the preparation, set-up and clean-up of class rooms
- (3) Assist in providing high-quality instruction
- (4) Assist in overseeing the safe use of the studio, materials, and equipment during classes
- (5) Monitor students during snack and lunch breaks
- (6) Help promote the visual arts and the Minnetonka Center for the Arts to students and their parents
- (7) Greet campers and their families and handle the camper check-in and pickup responsibilities
- (8) Camper check-in desk duties include collecting health forms and confidential material from campers with care, and reporting any camp needs to Children & Youth Program Director and/or Registrars.
- (9) Assist with other projects as needed

Job Requirements:

Summer Arts Camp Assistants must be college students interested or enrolled in a Bachelor of Arts, Bachelors of Fine Arts, or a Bachelor of Science in Art Education collegiate program. Assistants must be able to commit to scheduled class hours and dates. Some teaching experience is helpful, but dependability, initiative, organization, creativity, and strong interpersonal skills are paramount. Assistants must have reliable transportation.

Preferred qualifications

Prior experience working with young children, preferably in an art setting. We welcome assistants with varied experience in the arts, from drawing to mixed media. Assistants are particularly helpful for assisting with ceramics, sculpture and photography-based camps.

Work Schedule:

Summer Arts Camp classes take place 9:00am – 4:00pm Monday through Friday from June 11 through August 24. Classes are 3 hours long (AM & PM options available) and run 1-10 days in length depending on the age group and medium. Work schedules may vary, depending on camp enrollment and class needs. Assistants normally work between 8:30-4:30 p.m.

MCFTA Summer Building hours:

Monday, Wednesday and Friday, 9:00am – 4:00pm

Tuesday, Thursday from 9:00am – 9:30pm

Saturday, 9:00am – 1:00pm

Sunday, Closed

For summer, camp staff generally work between 8:30-4:30 p.m., Monday - Friday

Compensation:

Summer Arts Camp Assistant pay starts at \$9.50 per contact hour. MCFTA employment perks include; invitations to Art Center special events and exhibitions, opportunity to exhibit in galleries at the Art Center, opportunity to sell work in our retail space, free parking, and the experience of being a part of a professional and reputable art center.

For more info: If you have questions or would like to schedule a visit please contact Nicole Buchholz, Children & Youth Program Director, at 952-473-7361, extension 190 or email nbuchholz@minnetonkaarts.org.

Information is also listed on our website at www.minnetonkaarts.org.

TO APPLY

Please submit the following to Nicole Buchholz, Children & Youth Program Director, via mail or email nbuchholz@minnetonkaarts.org:

1. **Letter of interest;** discussing your prior experience, reasons for applying, and skills that you may bring to this position.
2. **Completed application form:** Please contact our front desk registrars for the application form at 952-473-7361 x 160.
3. **Resume/Images;** including personal contact information, education, prior work experience, and related skills. You may include up to 3 jpeg images of your artwork to highlight your areas of art expertise.
4. **List of three references;** please include name, title, address, email, and daytime telephone.
5. **Background checks are performed on all hired Summer Arts Camp Instructors /Assistants / Art Educators before class start dates.**