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# Example of Teaching Artist Job Description

Our growing company is searching for experienced candidates for the position of teaching artist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for teaching artist

* Regularly communicates with relevant staff and volunteers regarding needs for studio programming
* Facilitates installation and maintenance of student art gallery
* Organizes studio spaces and generates a running inventory of consumables, supplies and other equipment
* Orders and maintains adequate art supplies for programs and studio
* Oversees and maintains budget for studio programming
* Works cooperatively with other Museum departments (curatorial, collections, marketing, exhibitions, and visitor services) to effectively plan and facilitate the delivery of programs
* Participates in regular staff and department meetings and professional development opportunities
* Build social soft skills into the program curriculum in accordance with the school site values
* Providing the PC with information and documentation necessary for completion of program evaluation, reports, publicity and program development needs such as attendance
* Using the school/site facilities with care and consideration (cleaning classrooms or workspaces at the end of the day)

## Qualifications for teaching artist

* Dramaturgy experience
* Communicating with the Coordinator the needs of the program, developments or any issues that affect program delivery
* Assisting the PC and with culminating project/event with the partnering organization/school
* Arriving at the school/site at least fifteen minutes prior to the program start time
* Bachelors of Arts Degree (significant coursework towards a degree in a related field), or proven ability/related training
* A minimum of 1 year teaching and/or mentoring experience in school or community based setting