

# Job Description

## Human Resource Use Only

Position Number: 10015

~~Step/Grade- E Compensation-~~  
~~\$21/hour~~

Effective Date: 08/2017

### POSITION IDENTIFICATION

**Position Title:** Art Instructor  
**Department:** Rahr-West Art Museum  
**Status:** Part-time~~Seasonal~~ / Non-Exempt  
**Workweek:** Flexible (<11 hrs. / wk.)

### SUPERVISORY RELATIONSHIPS

**Reports to:** Rahr-West Art Museum Executive Director  
**Directly Supervises:** None

### POSITION PURPOSE

This position develops and coordinates educational functions at Rahr-West Art Museum. The art instructor is responsible for building a strong connection between the Museum's collections and exhibitions and our community through a variety of programs, classes, and special events. The art instructor will work closely with the lead instructor and museum staff to create educational programming consistent with the museum mission. The art instructor will also assist in planning and execution of fundraising activities specific to the Rahr-West Art Museum's educational programming.

### ESSENTIAL DUTIES

- Teaches art education classes at museum and at various locations throughout the community.
- Conducts special art education programming for private groups as needed.
- Assists in coordinating education-related special events and special programs for museum.
- Uses museum's social media to promote, highlight, and celebrate educational programming
- Develop, implement and manage a wide range of both in person and digital educational experiences for all ages
- Keeps informed of current museum educational methodologies, theories and techniques.
- Maintains the supplies, class materials, and printed materials needed for implementation of programs, including organization of art education spaces.
- Must be dependable and adaptable in effective communication and performance with diverse guests. Weekend availability is required.

### OTHER DUTIES

Perform other duties as assigned.

### MINIMUM POSITION QUALIFICATIONS

**Education:** Bachelor's Degree in art, art education, museum education, museum studies, or a related discipline  
**Experience:** Teaching experience is required. Intermediate or mid-level experience working in a museum educational capacity or non-museum educational setting is preferred. Museum or gallery teaching experience is a quality ranking factor.

**Certifications/Licenses:** None

---

### KNOWLEDGE, SKILLS, & ABILITIES

- Experience teaching general studio art education in a classroom setting required.
- Proven organizational, time-management, and interpersonal skills
- Passion for diversity, equity, accessibility, and inclusion
- Experience in teaching a diverse audience, including those of all ages, backgrounds, and knowledge levels of art
- Proficiency with Microsoft Office applications required.
- Knowledge in art history, and of art materials, processes, and techniques
- Proficiency in at least one additional art media types, including but not limited to:
  - Ceramic Arts and Clay
  - Textile Arts
  - Glasswork
  - Digital Arts including use of apple iPad, iPhone or like devices
  - Metalwork
  - Digital Video production
- Professional and effective communication and presentation skills required.
- Flexibility in scheduling

---

### BACKGROUND CHECK

Condition of employment

---

### PHYSICAL DEMANDS

<b>Manual Dexterity:</b>	Work requires definite skilled and accurate physical operations requiring some closely coordinated performance.
<b>Physical Effort:</b>	Work requires handling objects up to 40lbs., but not for sustained periods.
<b>Working Conditions:</b>	Some exposure to definitely disagreeable features.

---

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.