



Position: Pottery Instructor

Supervisor: Education Coordinator

Position Description: The Pottery Instructor is a part-time contracted teaching position in the Education Department of the Center for Visual Artists (CVA). Instructors are responsible for planning and implementing lessons for adults and children focused on hand-building and wheel-throwing techniques in the CVA pottery studio. The instructor is responsible for ensuring all studio rules and procedures are followed while students have fun exploring their creativity in a safe and welcoming environment.

Separate classes for youth and adults may be held on weeknights Wednesday through Friday, Saturday mornings/afternoons, and/or Sunday afternoons.

Qualifications:

Education – Acquired or actively pursuing a bachelor's or higher degree in Arts Education, Visual Art, Education, or comparable field related degree and/or training courses, which may include curriculum training, teaching analysis and evaluation, etc.

Experience – Job related experience in teaching is preferred, however, we believe that part of our mission as an emerging artist organization is to guide future educators by providing them quality teaching experiences. Must have valuable experience working with youth and/or adults in an organized setting as a lead instructor, assistant, student teacher, volunteer, etc. Must have ample experience working with clay in a pottery studio.

Skills Required:

- Interest and ability in art and teaching. Enjoy working with children and adults.
- Effective interpersonal and oral communication skills
- Ability to present a positive image of the organization to members of the community
- Ability to maintain professional and productive relationships with program staff, administration, parents, and all other parties involved in the production and completion of programming.
- Strong organization and planning skills
- Dependable, responsible and on time
- Enthusiasm, patience & tact
- Problem solving and analytical skills to adjust curriculum to suit student, program, and site needs
- Effective written communication skills to prepare lesson plans, letters to parents, etc. with accurate grammar and punctuation
- Ability to accept supervision & guidance. Work independently and as a team.

Compensation:

The Pottery Instructor is a part-time independent contractor position paid hourly. Hourly compensation ranges from \$15-\$18 per hour based on previous experience and number of students enrolled. Instructors are scheduled for weekly sessions on the designated days for 8 weeks at a time. Schedules vary based on availability, programming needs and are coordinated in advance.

Instructors are compensated for hours taught in addition to 30 minutes of preparation time before all classes.

Compensation is made on the last business day of each month from the 26th of the month prior to the 25th of the current month.

How to Apply:

Submit applications via email to the Education Coordinator, at create@greensboroart.org. Application requirements include a letter of interest (may be included in the body of the email), resume, CV, examples of work, and two reference letters.

The above position description is intended to describe general roles and responsibilities of the position being performed. It is not intended to be construed, as an exhaustive list of all duties, skills, and responsibilities of the position.