

JOB TITLE: ARTS INSTRUCTOR

REFERENCE NO: 100240

DIVISION: PUBLIC SERVICES

DEPARTMENT: COMMUNITY DEVELOPMENT

APPROVAL DATES: BY: 
COMMISSIONER OF PUBLIC SERVICES

DATE: Jan 7/16

BY: 
GENERAL MANAGER OF HUMAN RESOURCES

DATE: Jan 6, 2016

GENERAL DESCRIPTION:

This is a temporary, without union position that plans and delivers arts classes.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Education Coordinator or designate.
- Participates as a member of the Cultural Development team.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Plans all aspects of arts classes, including sourcing and ordering supplies according to a set budget, curriculum, setting up of classroom and final reporting.
- May assist with registration of students, as required.
- Teaches and conducts arts classes of up to 20 children, youth and/or adults per session.
- Other related duties and responsibilities as may be assigned by the supervisor or designate.

REQUIRED COMPETENCIES:

- Excellent organizational skills.
- Excellent interpersonal, written and oral communication skills.
- Ability to interact well with children, youth and adults.
- Ability to establish a constructive instructional environment and interact cooperatively with other instructors and Esplanade staff.
- Thorough knowledge of arts practices in all media.
- Proven ability to teach arts, especially to children.
- Working knowledge of computers and Windows based software.
- Working knowledge of audio-visual equipment.
- Physically able to use a wide range of arts materials and equipment.

REQUIRED QUALIFICATIONS:

- Successful completion of a recognized two (2) year diploma in Fine Arts, Art Education, or related field.
- Two (2) years arts education experience, or related work experience.
- Valid Standard First Aid Certificate, including "B" Class CPR.
- A management approved combination of training and experience may be considered.