



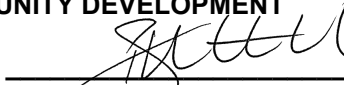
## JOB DESCRIPTION


**JOB TITLE:** ARTS INSTRUCTOR

**REFERENCE NO:** 100240

**DIVISION:** PUBLIC SERVICES

**DEPARTMENT:** COMMUNITY DEVELOPMENT

**APPROVAL DATES:** BY:  **DATE:** February 16, 2022  
MANAGING DIRECTOR – PUBLIC SERVICES

BY:  **DATE:** December 7, 2021  
CHIEF HUMAN RESOURCES OFFICER

### **GENERAL DESCRIPTION:**

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

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Coordinator - Education or designate.
- Participates as a member of the Community 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 department staff.
- Review, understand, commit and work in the safest possible manner consistent with Occupational Health and Safety Legislation and the City's *Health, Safety and Environment Management System*.
- Thorough knowledge of arts practices in all media.
- Proven ability to teach arts, especially to children.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Working knowledge of audio-visual equipment.
- Physically able to use a wide range of arts materials and equipment.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a two (2) year Diploma in Fine Arts, Art Education, or related field from a recognized post-secondary institution.
- 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.

October 8, 2021