



Job Title: **Summer Teaching Assistant Grades K-6**  
Supervisor: **Deputy Director of Programs**  
FLSA Status: **Temporary, full-time (35 - 40 hrs./week, depending on schedule)**  
Salary: **\$16./hr**

**Position Summary & Responsibilities:** The Summer Vacation Art Program at the New Art Center seeks responsible Teaching Assistants to supervise students grades K-6. The program consists of ten week-long sessions, beginning Monday, June 26 and ending on Friday, September 1, 2017 (NAC is closed July 3 & 4). Teaching Assistants (TAs) will report to the Deputy Director for Programs and work closely with the Summer Program Coordinator and Art Instructors. TAs will gain valuable professional experience in all levels of art education through hands-on activities and direct care of students. TAs will assist in teaching and fostering creativity in the students. Weekly themes guide the NAC's talented Art Instructors, allowing them freedom and flexibility to create unique projects and activities using a wide range of materials and techniques. *Preference will be given to TA's who are willing to commit to the full vacation arts program.*

Summer Art Program TAs will directly supervise groups of up to 15 students (grades K-6) during program hours (9AM- 4PM, with early arrival and extended day options). TAs will assist summer faculty and staff in teaching lessons, preparing materials, keeping the NAC spaces and studios clean and organized, and providing a fun and safe environment for students. They will also oversee free time, lunch and snack breaks. When available, a counselor-in-training or aide may be assigned to help TAs. Each week requires four TAs, including one early-drop-off TA (7.5 hr/day; 8AM-4PM with ½ hour unpaid lunch), one Extended Day TA (8 hr/day, 9AM-5:30PM with ½ hr unpaid lunch), and two Program TAs (7 hr/day, 8:45AM- 4:15PM with ½ hr unpaid lunch).

**This position requires:**

- A knowledge of visual art/craft-making techniques for children
- Ability to problem solve and work together with instructors and staff members as a team
- Experience working with a diverse group of children's learning styles, age and abilities

### What you need to know

- Candidates with the necessary skills, experience and passion who are able to commit to the full 10-week program will be given priority, but partial season applications are welcome, too.
- Orientation, first aid, and mental health training will be provided prior to the first week. Trainings will be repeated twice during the summer for partial-season faculty and staff. Orientation will be provided for all faculty
- CORI clearance and proof of ability to work legally in the US will be required.
- To apply, please email resume and cover letter to [summer@newartcenter.org](mailto:summer@newartcenter.org) Please include "TA" and your last name in the subject line. No phone calls, please.
- Posting is open until all slots are filled.

### About this Organization:

Our popular vacation programs for children and teens provides students with the opportunity to try a variety of art mediums and develop new skills in a fun, safe and supportive environment, bringing families back year after year!

In our Children's Program and Preteen Program, students attend four classes daily in Visual Arts, Ceramics, Drama Activities and Sculpture/3D. Each student has the opportunity to learn and grow with friends and peers, while creating art and having fun! The New Art Center environment also gives children the opportunity to work with, and be inspired by our professional art instructors, who thrive on the enthusiasm of young artists. Each week, children gain a sense of accomplishment by creating and bringing home exciting projects inspired by our program themes!