

**EDMONDS PUBLIC FACILITIES DISTRICT/
EDMONDS CENTER FOR THE ARTS
Announces the following EMPLOYMENT OPPORTUNITY:**

POSITION: **TEACHING ARTIST: UKULELE INSTRUCTOR**
CLOSES: Accepting applications through *September 15, 2023*
EMPLOYMENT STATUS: Seasonal, Part-Time, Non-Exempt
HOURLY RATE: **\$35.00 - \$40.00, DOE**
BENEFITS: This position is eligible for the following:

- 12 paid holidays per year
- Sick Leave in accordance with Washington State guidelines

REPORTS TO: Director of Education & Community Engagement

ORGANIZATION OVERVIEW:

Edmonds Center for the Arts (ECA) is a 700-seat, state-of-the-art performing arts venue located within the City of Edmonds, Washington—just 20 minutes north of Seattle. Serving over 90,000 patrons annually, ECA has an established reputation for jewel-box theater presentations of exceptional performing artists from around the world. ECA develops impactful educational and outreach programs, hosts events for diverse regional and community partners, and provides production management and technical services for clients.

ECA is a dynamic and evolving workplace, and the qualified candidate will need to be flexible, positive, and able to strategically contribute to a rapidly growing organization.

POSITION SUMMARY:

Reporting to the Director of Education & Community Engagement, a Teaching Artist: Ukulele Instructor provides educational experiences for students participating in a new program. The program will be a place to celebrate our diverse community and inspire musical expression. A Teaching Artist will develop culturally responsive educational experiences for students aged 7-10, who will be joined by their elder siblings for a 9-month program highlighting traditional, folk, and contemporary Hawaiian music forms. Additional inter-generational classes will also be part of the program.

The position works closely with the Director of Education & Community Engagement, the Education & Outreach Coordinator, and will also work closely with youth, community members, and other educators. Like all employees at EPFD/ECA, a Teaching Artist must collaborate well with all team members and remain committed to EPFD/ECA's mission, goals, and values.

A Teaching Artist at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. A Teaching Artist values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.



PRIMARY DUTIES AND RESPONSIBILITIES:

- Facilitates the creation of student generated work and project-based learning activities.
- Recruits and engages students to participate in programming.
- Organizes and engages communities to partake in Ukulele lessons.
- Develops and maintains relationships with Staff and parents/guardians.
- Works with the ECA team to plan and sequence lessons for classroom programs.
- Collaborates and works with Education & Outreach Coordinator on evaluations and reporting.
- Work in conjunction with the Education & Outreach Coordinator in school placements.
- Communicates directly with parents via class welcome letters, periodic updates of class progress, and dissemination of program information.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Expert-level ukulele competency.
- Ability to celebrate and acknowledge Hawaiian music forms and traditions.
- Effortlessly develops authentic connections with intergenerational populations.
- Utilizes the arts for healing and expression, by employing Social Emotional Learning techniques.
- Creates safe, inclusive, supportive environments for youth that foster leadership.
- Ability to connect with and engage students of diverse capabilities and life experiences.
- Exceptional class management abilities.
- Outstanding interpersonal skills; is tactful, courteous, and respectful towards others.
- Works effectively with little supervision.
- Anticipates needs, prioritizes projects, and works efficiently to meet deadlines.
- Excellent judgement and is accountable for decisions.
- Communicates proactively and provides appropriate personnel with complete, timely, and accurate information.
- Excellent verbal and written communication skills.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Experience developing culturally responsive lesson plans for students aged 7-10.
- Experience developing and implementing inter-generational lesson plans.
- 3-5 years' experience mentoring or providing instruction in a structured or unstructured setting.
- 5+ years' experience with Ukulele
- PC Platform: Microsoft Office Suite
- CPR/First Aid Certification (within 30 days of employment).
- Current driver's license

WORKING CONDITIONS:

The Teaching Artist will perform the majority of work in a classroom setting but may also conduct activity at a variety of locations, including community housing and schools. Travel may be a requirement. The position involves instructional and administrative work and the person in this role must be able to perform the essential job functions with or without accommodation.

- Ability to observe details at close range during computer use and document review.
- Requires auditory and verbal ability; hearing, speaking or otherwise communicating to exchange information in-person or on the phone.
- Requires frequent use of hands and manual dexterity, to demonstrate, play and maneuver instrument.
- Must be able to lift up to 20 lbs. at a time.
- Occasional travel.
- Position requires reliable transportation and must provide own transportation to schools/community housing centers etc.

SCHEDULE:

The Teaching Artist Ukulele Instructor is a part-time, 9-hour per week, seasonal position from October 2023 – June 2024. The position will follow the Edmonds School District calendar year. The Teaching Artist must be able to accommodate flexible hours for scheduled programs either after school, during the school/workday, and/or evenings.

This position generally performs a 3-hour workday, two days during the week, Tuesday, and Thursday, and one Saturday. Saturday work hours will occur in the morning. The Teaching Artist will be expected to attend a training course in September or October at a mutually agreeable date & time.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (available for download at <https://www.edmondscenterforthearts.org/who-we-are/employment>) to careers@ec4arts.org OR Teaching Artist: Ukulele Instructor, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. **No phone calls please.**

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.