



Job Title: Teaching Assistant, Camp Kala (Youth Arts)

Department/Program: Education & Public Programs

Accountability: Arts Education Manager & Lead Teaching Artist

Hours: Temporary Hourly Employee, Non-exempt

Rate of Pay: \$29/hr, no benefits

DESCRIPTION

Kala Art Institute's Education & Public Programs department is currently accepting applications for a **Teaching Assistant** position with our Camp Kala summer youth arts program. Under the supervision of the Lead Teaching Artist, Teaching Assistants will provide hands-on classroom and camp support and work with participants K-12. This role is onsite M-F - 8:30 AM - 3:30 PM for youth camps, 9:30 AM - 4:30 PM for teen camps. We are hiring for the weeks of July 7-11 and July 21-25.

ABOUT KALA

Kala Art Institute is a dynamic non-profit organization in Berkeley, CA founded in 1974. Kala Art Institute's mission is to help artists sustain their creative work over time through its artist residency programs and to engage the community through exhibitions, public programs, and education. Kala is a vital, art-making hub that continues to support artists and engage the community.

ABOUT KALA'S ARTS EDUCATION & PUBLIC PROGRAMS

Kala's education programs are at the heart of our work. We are firmly committed to offering engaging, quality arts education programs and experiences to people of all ages. Since 1991, our adult, youth, and community programs have expanded. The Artists-in-Schools program provides multiple-week artist-led instruction and workshops to students and families in East Bay public schools and community organizations throughout the year. The on-site After School Studio and Teen Studio programs provide opportunities for young people K-12 to explore art media and dive deeper into the creative process. Camp Kala brings together youth to experience one-week intensive art classes during the summer. Open-registration adult art classes are offered in various media and techniques, from printmaking to fine arts which take place in our print studio and community classrooms. Kala's public programs are developed in collaboration with our gallery, studio, and education programs to offer artists talks, gallery tours and field trips, community and family events, and other programs that engage the community in many ways.

RESPONSIBILITIES OF TEACHING ASSISTANT

Responsibilities are as follows but are not limited to:

- Embrace a collaborative work ethic, and support the lead artist in all camp activities, including classroom and project management, and instructional support. Support Camp

- Coordinator in overseeing interns and volunteers while they are in the classroom.
- Engage with students in the main area of instruction to complete projects, providing individualized support as needed.
 - Prep, sort materials, and set up classroom space before the start of camp. Clean and organize materials and classroom after camp is completed.
 - Create an inclusive and welcoming environment for all students. Maintain classroom management and flow; address issues, disruptions or conflicts as they arise. Lead or demonstrate mini-projects or activities within the curriculum, if desired.
 - Lead/oversee decompression activities and community building for participants during a break (reading, playing, free drawing, and other activities outside of class projects).
 - Support lead in managing inventory current supplies/materials, and track program art supplies/equipment and inform Program Manager if there needs to be any additional materials to order.
 - Support Camp Coordinator and interns as needed in guiding students to the restroom and manage snack/class breaks.
 - Attend onsite orientation for staff introductions, camp overview, teaching team planning before the start of camp.
 - Ensure the safety and health of all participants (keep participant binder on hand, be familiar with any participant notes on health forms)
 - Promptly share any problems/challenges with the Program Manager.
 - Respond to correspondence from the Program Manager within 24-48 hours.
 - Report/document/complete incident reports within 24 hours and immediately inform the Program Manager.
 - Provide a short teaching team debrief with program staff at the end of each camp day.
 - Under the lead of Camp Coordinator, provide supervision of students during lunch alongside Interns at San Pablo Park.
 - Coordinate breaks with the lead teaching artist (and with staff as needed)

REQUIRED QUALIFICATIONS & SKILLS

Applicants must demonstrate that they meet the following requirements:

- Desire to work in a community art setting with students K-12.
- Experience (minimum 2 yrs) teaching and/or assistant teaching K-12 youth arts programs in a classroom environment
- Background in visual arts, art education and/or youth arts. Knowledge of common core art standards is a plus.
- Experience developing or contributing to engaging visual art curricula.
- Strong and effective classroom management skills with young people.
- Strong oral and written communication skills, interpersonal skills, and group facilitation skills; ability to handle and manage multiple tasks and priorities.
- Must submit a TB test and pass a federal-level background check (reimbursable).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Must be able to routinely lift, push, or carry art supplies, and equipment weighing up to 25 lbs. and be able to bend, twist, reach, stand, and/or sit for long periods of time.

- Must have reliable and consistent means of communication.
- Teaching Assistants are responsible for their transportation to Kala.

COMPENSATION

Pay Rate: \$29 per hour. Teaching Assistants are paid for prep/planning, onsite orientation, instruction time, set up and clean up; additional meetings requested by Kala will be compensated. Teaching staff receive a discount on seasonal art classes.

APPLICATION REQUIREMENTS

Please send a **cover letter, resume and optional sample lesson plan and student artwork** with the subject line “**Teaching Assistant - Camp Kala**” to education@kala.org. The cover letter should include detailed teaching experience, artistic background, and work availability between May and August. References will be requested after application review. Open until filled. NO CALLS PLEASE.

Kala Art Institute is an Equal Opportunity Employer and encourages diversity. Kala does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.