The AjA Project Teaching Artist position is for local artists with skills in teaching, storytelling and the documentary arts. The goal is to provide an education centered by arts and advocacy, thereby expanding the leadership, critical thinking, career and civic horizons of young people in the community. We have an invested interest in creating a collaborative team, who can execute innovative documentary based projects that utilize digital technology, and those who have a foundation and values aligned with the The AjA Project mission:

*The AjA Project is a compassionate space for young people, activists, visual artists and educators to engage critically with issues that affect our community and realize our collective liberation through participatory storytelling and the documentary arts.*

POSITION OVERVIEW
Central to The AjA Projects’ mission is the transformation of individuals and communities through innovative, hands-on, participatory methods. Our primary tool, participatory photography, provides populations whose voices have been diminished, compromised or marginalized an opportunity to elevate their voice, redefine their narrative and previsualize their future. In AjA’s photography program, participants will learn skills like composition creation and photography with basic storytelling as the goal. We encourage educators to create projects that encourage self expression and creativity. The Teaching artist will be helping students learn in a variety of school and community settings and the photos created through any project or program will be displayed in an exhibition available to the public.

INSTRUCTIONAL METHODOLOGY
The core of all AjA programs is participatory photography and Visual Training Strategies (VTS) - a teaching modality that allows young people to use artistic expression to look critically at issues affecting their lives. This is an hands-on, youth centered approach that increases student empowerment and provides a safe and creative space for participants to thrive in through their personal and professional growth.

TEACHING ARTIST DUTIES AND RESPONSIBILITIES:

- Teaching Artists will instruct art classes at assigned job sites with agreed upon schedule and time slots coordinated by The AjA Project Management in coordination with the season and site partners.
- Complete the program objectives and outcomes designed at the beginning of the program.
- Ensure completion of grant/contract deliverables and reporting requirements on time.
- Ensure adequate Curriculum Design and Evaluation for all AjA activities.
- Share, discuss and provide critical feedback to the Education team about curriculum materials.
- Provide punctual attendance and active participation at all classes.
- Attend all weekly Teaching Artist meetings, complete provided training and complete all required
onboarding tasks: Harassment Prevention trainings, TB Testing, Livescan, Mandated Reporting, and background check.

- Successfully work with Teaching Assistant, youth fellows, and volunteers.

- Provide a professional and supportive classroom environment for participants by following AjA’s protocols for a safe and respectful participatory-photography learning environment.
- Offer timely communication about positive and challenging issues that arise at the site, in the community or with AjA staff to ensure appropriate and timely responses or actions.
- Ensure the proper uploading, storage, organization, and maintenance of program related media, forms, and information on the Air Table or Google drive depending on the protocol.
- Lead curriculum development when applicable and deliver AjA-approved curriculum.
- Present program reports and presentation to the AjA Staff at the completion of the program detailing classroom activities.
- Work with assistant instructors and support team members to complete and publish a final product for each initiative.
- Administer baseline and end-line program participant evaluation.
- Distribute, collect, organize, and share required digital participant release forms and other required forms with Operations and HR for filing purposes.
- Facilitate briefing and debriefing meetings with The AJA Project team.
- Participate in the procurement, delivery, storage, inventory and maintenance of program-related images and equipment.
- Keep a record of attendance of both students, Assistants, volunteers or youth fellows depending on the site and class circumstances.
- While in the classroom you will manage and distribute materials to students. In the lesson planning phase, you will work with Operations to plan and secure supplies necessary for classroom activities.
  - When time allows, you or your Teaching Assistant will document or photograph classroom activities with media releases in mind (with faces or without faces, just hands and art making in the composition).

COMPENSATION & BENEFITS

- **Employment Classification.** This position is classified as a temporary/seasonal part-time, hourly employee and is not entitled to benefits except as specifically outlined herein.

- **Hourly Rate.** The hourly rate is $27.75 per hour

- **Meal Breaks:** if you are a non-exempt employee, you are entitled to a 30-minute meal break if you work more than 5 hours in a workday. You are also entitled to a 10-minute rest break for every 4 hours you work. Non-exempt employees are required to document their meal breaks on AjA’s timesheets on Deputy payroll app.

- **Mileage Reimbursements:** All employees must follow AjA’s Mileage Reimbursement Policy as a guide for the proper documentation and request for mileage reimbursements if the policy is applicable to their work. The mileage reimbursement policy is in the Employee Handbook.
• **Reimbursement of Supply Expenses.** Under normal operations, AjA will provide Teaching Artists with required equipment and supplies. However, on the rare occasion when a Teaching Artist needs to purchase supplies or equipment, AjA shall reimburse for reasonable and necessary expenses paid or incurred by the Teaching Artist. Procurement of any expenses requires written pre-approval by the Managing Director or during the program budgeting process.

**Hiring at the AjA Project**

The AjA Project is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

The AjA Project regularly hires teaching artists and other educational and support roles in anticipation of the K-12 school calendar. We welcome applicants to apply for roles focused on the Fall semester between July through August with selection during September. For roles focused on the Spring semester, please consider applying from November through December.

There will be a minimum of two interviews, one will be a background and fit interview to get to know you better. The second interview will be focused on the specific programs we would like to consider for where you will be given background information on the program and its objectives ahead of time.

Not sure if you qualify to be a teaching artist? If you are an artist exploring the role, please still apply. Assistant and volunteer roles exist to help mentor new teaching artists learn the methodology.