



Position Title	Lead Teaching Artist
Location	Minneapolis, MN
Type	Part-time, non-exempt (15-20 hrs/week)
Category	Education
Benefits	Prorated paid holidays, vacation, sick time; workshop and shop discounts
Salary	\$16/hr
Website	http://www.mnbookarts.org/employment/
Deadline	Wednesday, September 18, 2019, 11:59pm CST

ORGANIZATION SUMMARY

Founded in 1983, Minnesota Center for Book Arts (MCBA) is a nonprofit visual arts center that offers educational and artistic programming in the book arts, which encompass papermaking, bookbinding, letterpress printing, and related arts. With over 12,000 square feet of artist studios, classrooms, library, and gallery space, MCBA is one of the largest and most comprehensive book arts center in the world.

MCBA's mission is to lead the advancement of the book as an evolving art form. MCBA envisions a world where book art is created, cultivated, celebrated, and understood as a vital and lasting expression of culture. MCBA is located in the Open Book building in downtown Minneapolis.

POSITION SUMMARY

The **Lead Teaching Artist** provides instruction to program participants of all ages in the book arts (printmaking, bookbinding, papermaking and decoration, and design) through MCBA's Youth and Community Programs, which encompass K-12 schools, libraries, colleges, summer camps, and other community programming. The Lead Teaching Artist also assists in developing and documenting workshop content and curriculum.

In addition to educating the public, the Lead Teaching Artist oversees all workshop preparation, orders workshop materials, and works closely with contract Teaching Artists in training and executing workshops. The Lead Teaching Artist works closely with administrative staff to maintain clear communication in planning and preparation of upcoming workshops.

JOB RESPONSIBILITIES

Teaching (50%)

- Teach workshops in printmaking, bookbinding, papermaking and decoration, and design, primarily for K-12 audiences
- Offer tours of MCBA to groups of all ages
- Fill in for Teaching Artists when they need breaks or are out sick

Materials preparation and coordination with administrative staff (40%)

- Meet regularly with administrative staff to discuss upcoming and potential workshops
- Order materials and supplies for education programs and pick up supplies on occasion
- Facilitate daily materials preparation with volunteers and contract Teaching Artists
- Inventory and clean tools
- Prepare and organize materials for instruction (cut paper, thread; prepare pulp, carrageenan and alum, etc.)
- Maintain a clean, tidy and well-organized work environment in studios

Program Development (5%)

- Adapt projects for new materials, changing curriculum, new age groups, and custom workshops
- Document teaching method for each book structure for training and archival purposes
- Train incoming contract Teaching Artists with support from Education and Community Engagement Manager

Other (5%)

- Some special events support, including open houses and select offsite events
- Participation in professional education and development opportunities as arranged by supervisor
- Provide additional administrative support and other duties as agreed upon by supervisor

QUALIFICATIONS

Minimum Qualifications

- Passion for MCBA's mission and connection to the book arts or greater visual arts field
- Commitment to a work and community environment that fosters inclusion and respect
- 2-year degree or equivalent
- Experience working with youth (especially K-6), particularly in educational and/or arts settings
- Ability to work independently and prioritize responsibilities in a fast-paced environment
- Strong problem solving skills, creative thinking, and time management
- Professional, engaging interpersonal skills
- Ability to communicate effectively and personably with staff and partners: in person, via email, and on the phone
- Open to feedback and committed to working collaboratively
- Basic computer skills including knowledge of Microsoft Office, Google and Excel on PCs
- Possess a valid driver's license and provide own reliable transportation

Preferred Qualifications

- Working knowledge and experience with book arts (relief printing/letterpress, papermaking, bookbinding, and screen printing)
- Understanding of Minnesota State Learning Standards
- Experience developing curriculum for youth
- College degree with a focus in art and/or education
- Strong organizational and planning skills with ability to build and maintain institutional records relevant to position
- Experience managing supply inventory and materials prep for arts workshops

Working Conditions and Physical Requirement

- Candidate must feel comfortable learning to operate book arts studio equipment (e.g. board shears, guillotine, paper beater).
- Work hours will occur between Tuesday - Friday 8:30am-4:30pm; however, programming may occur outside of normal business hours on occasion with advance notice.
- Candidate should feel comfortable walking, sitting, and/or standing for 3-4 hours at a time.
- Candidate may travel to offsite locations that may not be barrier-free.
- Candidate must be able to type on a computer keyboard and operate other office equipment.
- Candidate should feel comfortable lifting 15 pounds.

*The successful candidate will undergo an orientation to youth program offerings, including observation and training in standard workshops, as an intimate understanding of the program content and teaching practices is required in order to perform administrative work successfully. The individual will also undergo a background check.

BENEFITS

- Salary is \$16/hr
- This is a part-time, non-exempt position working approximately 15-20 hours per week
- Pro-rated holiday, vacation, and sick time
- 20% discount on shop purchases, excluding consignment items
- Free studio rental and discounted tuition on MCBA workshops

HOW TO APPLY

Please respond via email with resume and 1-pg cover letter to jobs@mnbookarts.org with "Lead Teaching Artist" in the subject line by Wednesday, September 18, 2019, 11:59pm CST. Please do not submit your materials by mail or in person. No calls please.

It is the policy of Minnesota Center for Book Arts to provide equal opportunity to all employees and applicants in accordance with all applicable laws, directives and regulations of federal, state and local governing bodies and agencies. MCBA is committed to an inclusive workplace as well as increasing diversity in our workforce. Applicants with diverse backgrounds, experiences, abilities, and perspectives are encouraged to apply.