



TOSS Arts Instructor

Job Title: Arts Instructor	Reports To: TIC Creative Director
Department/Location: TOSS - The Old School Studio	Revision Dates: 5/1/24

Overview:

Want to build dynamic, educational experiences to amplify community development through the arts? The Old School Studio ([TOSS](#)) is seeking an Arts Educator to animate our mission and values through visual art. This will be a full time, on-site, non-exempt position responsible for the success of our student programming including an afterschool program, monthly workshops in public schools, and other one-off events and activities.

About The Industrial Commons and TOSS:

TOSS is a program of [The Industrial Commons](#) (TIC) - a nonprofit in rural North Carolina that starts and scales employee-owned social enterprises and industrial cooperatives. It seeks to support frontline workers to build a new southern working class that erases the inequities of generational poverty and builds an economy and future for all. Toward this goal, TOSS utilizes art through various programs to amplify the values of TIC, by working with students, creating public art, and building a stronger, more resilient creative community.

TIC is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Primary Function:

The Arts Educator at TOSS will lead the planning and implementation of educational programs, ensuring alignment with our mission. Responsibilities include curriculum design, space setup, stakeholder communication, asset management, evaluations, exhibitions, and partnerships. This role is pivotal in fostering a thriving art education environment and promoting community engagement and growth.

Essential Functions:

Program Planning and Implementation

- Implement and teach the curriculum for TOSS programs, including but not limited to: TOSSafter and TOSSworks
- Set up and maintain teaching spaces (both in schools and in our studio). This includes moving/ transporting supplies and setting up tables and chairs for workshops in schools
- Plan projects with the appropriate developmental scaffolding and assist students with resources and wrap-around services when possible
- Communicate consistently and clearly with parents, guardians, assistants, volunteers, and school teachers

Asset management

- Ensure all supplies and materials are organized and well utilized
- Budget material and supply purchases strategically in accordance with the budget
- General organizational maintenance and cleaning of studio and adjunct areas
- Take annual inventory of program assets

Assessments, Exhibitions and Documentation

- Administer and maintain records of after school attendance and evaluations
- Take photos of workshops, and afterschool activities
- Insure art is developed and prepared for end-of-semester art shows

Program Development

- Build strong relationships with our school partners by maintaining regular communication, in person visits, and addressing needs/issues in a timely manner when they arise
- Identify resources needed to improve the programs and develop plans for implementation

Organizational Development:

- Set quarterly goals with Director and attend check-ins
- Review current resources and participate in the development of new resources and tools
- Participate in quarterly trainings/workshops, monthly and weekly staff meetings for TOSS program and The Industrial Commons Ecosystem
- Build and maintain relationships with partners and funders
- Represent the organization at public events and in meetings with current or potential funders
- Speak about and promote the organization, its vision and values in the community and with current or potential partner organizations
- Participate in grant writing/review, grant reports, funder meetings and other events as needed

Preferred Knowledge, Skills and Experience:

- Visual Arts Education degree or equivalent training/experience (at least three years work experience teaching or co-teaching visual art to k-12 students)
- Ability to pass a background check
- Possession of a valid Driver's License
- Excellent visual art instruction and student support skills
- Excellent classroom management skills
- Ability to professionally convey information to a wide variety of audiences with written and verbal communication skills
- Proficient in Google Drive, Google Sheets, and Google Docs

- High attention to both organizational and artistic detail
- Experience working in studio art environments
- Ability to work in a small team day-to-day
- Excellent problem solving skills

Physical Demands and Work Environment:

- Current schedule needs are onsite 10 am-6 pm Monday-Thursday and 8 am-4 pm on Fridays.
- Onsite office hours vary with flexibility required for in-school workshops, afterschool programming, and occasional weekends.
- Willingness to travel throughout Burke County
- Ability to regularly lift 15 lbs-50 lbs and transport supplies between schools utilizing a vehicle
- Must be able to remain in a stationary position with computer work
- Must be able to constantly move about the studio, warehouse, and schools across the county
- Must be able to access materials on high shelves

Hourly pay range of \$19-\$22/hour depending on experience. To apply, please send a cover letter, resume, and 3 professional references via email to HR@theindustrialcommons.org.