



## Part-time Teaching Artist for International Student Program – Arts & Entertainment

The *Arts & Entertainment* Au Pair Weekend program is seeking talented and energetic individuals to assist with an intensive weekend program in New York City for international students / au pairs. We are seeking individuals with careers in the fields of entertainment and the arts who also have experience teaching in their field.

Please send resume and cover letter ASAP to Jared MacDonald at [info@aupairclasses.org](mailto:info@aupairclasses.org). Recruitment is ongoing.

### Teaching Artist Overview

- Work four weekends per year (Friday morning through Sunday afternoon with a possible staff meeting before each weekend class). The number of hours worked each weekend may vary depending on staffing and enrollment.
- Facilitate hands-on workshops in your field of expertise.
- Facilitate in-class presentations, creativity-based activities, and group discussions.
- Lead student groups on the out-of-class educational and community excursions, including walking tours, museum visits, and other activities relevant to the performing and visual arts.
- Track and monitor students within section for attendance and assignments.
- Assist as needed (including logistics & food) to ensure weekend runs smoothly.

### Requirements

- Minimum 2 years' experience working and/or teaching in the fields of arts and entertainment required, including performing arts (drama, TV/film, music, dance) and/or visual arts (art, architecture, photography).
- Ability to take initiative and modify approach to the needs of diverse students.
- Organized and ability to lead students both in and out of the classroom setting.
- Passion and enthusiasm that brings energy to the program.
- Bachelor's degree in related field preferred.
- Teaching experience preferred.
- International experience preferred, preferably living abroad experience.
- Familiarity with the excursion and classroom locations in/around Times Square, Central Park, Soho, and other areas of Manhattan.

### Course/Work Schedule

There will be four weekends per year starting in 2018. Weekend courses in 2018 will be held March 16-18, July 20-22, Sept. 14-16, Nov. 16-18, and on corresponding weekends moving forward.

A full weekend contract consists of 38 hours: 30 teaching/facilitating hours for the weekend, plus 8 additional work hrs (4 hrs prep including arriving/departing 30 minutes before and after each class day plus workshop prep; 2 hrs Friday work and staff meeting before class starts, up to 2 hrs Sunday afternoon after class ends, or outside of class hours). Weekend class hours: Friday 10:30 am - 9:30 pm (staff arrives by 8:30 am for staff meeting); Saturday 9 am - 9:30 pm; Sunday 9 am - 4:30 pm (staff to leave 5:30 or 6). Depending on staffing and enrollment needs, teaching artists may work on an hourly basis rather than a full weekend contract.

### Compensation

Teaching Artists are hired initially on a trial-basis as independent contractors (1099) and complete training weekends prior to being fully compensated as a regular instructor. Payment information as follows:

- Training #1, 30-hour class from Friday through Sunday (first weekend) = \$650. This includes a 38-hour commitment (see work schedule above). If you are hired on an hourly basis, your training pay will be \$18/hr.
- After completion of one full training weekend (38 hours), or 2 weekends of working a partial weekend (anything less than 32 hours) with Au Pair Weekend, compensation increases to \$900 per weekend (\$24/hour).
- After your training period, if you are fully available to APW, but APW does not offer you a full weekend contract for a given weekend due to lower enrollments, your time will be paid at \$27/hour (or \$3 more than pro-rated hourly).
- If you are not available for a full weekend contract, your pay will be pro-rated hourly based on your current compensation level. If you are unavailable for too much of a weekend, then it may be necessary to find additional staff, which means we would not be able to guarantee pro-rated weekends.
- APW will pay a daily minimum of \$100 for teaching artists who work on an hourly basis.
- Upon completion of 4 full weekends (or working at least 4 partial weekends with 100 hours minimum), an annual increase of \$2/hr is provided. Compensation continues to increase by \$2/hr yearly, contingent upon completion of working 4 weekends and a minimum of 100 hours of work during the calendar year.

Staff reviews will be conducted on an annual (or more frequently as needed) basis, at which point the current compensation plan and job description will be reviewed and modified on an as needed basis.

For more information about Au Pair Weekend, see our website: [www.aupairclasses.org](http://www.aupairclasses.org)