



Teaching Artist Job Description

Overview & How to Apply:

PHAME offers a wide variety of arts-based classes taught by professional artists. We welcome prospective Teaching Artists to send us a resume and cover letter that we may keep on file for future job openings. Cover letters should include what disciplines you specialize in, class topics you would like to teach, and why you want to work with PHAME.

Submit your resume and cover letter to hr@phamepdx.org and put “PHAME Teaching Artist” in your email subject line. Applications will be reviewed as they are received, and we will reach out if a teaching opportunity arises that aligns with your skillset. Successful applicants will be asked to provide two or more professional references. This position will require a criminal and sex offender background check before hiring.

People with disabilities and candidates of color are especially encouraged to apply. PHAME Academy is an equal opportunity employer.

About PHAME:

PHAME is a fine and performing arts academy serving adults with intellectual and developmental disabilities. Offering three ten-week terms of arts-based classes each year, as well as a rigorous performance program, PHAME empowers students to learn new skills, take artistic risks, and build lasting relationships with people who share their experience of having a disability.

PHAME is built upon the belief that art is for everyone, and that our community is stronger when it champions opportunities for all. With that in mind, PHAME brings passion, joy, and rigor to arts education and performance.

Position Summary:

Teaching Artists design and execute lesson plans that focus on artistic development and utilize repetition and differentiated instruction to accommodate students’ different learning styles. In addition to focusing on the fine and performing arts, they incorporate skill building around four key areas: striving for excellence, teamwork and communication, self-awareness, and self-advocacy. Teaching Artists manage the classroom environment either in person or online, including class activities, set-up and tear-down, and equipment retrieval and storage.

Teaching Artists report to the Education Manager and teach one or more classes (either online or in-person) each term. Teaching Artists who join the PHAME team can suggest new classes for future terms and may have the potential to expand their course loads and hours.

Position Details:

- Position type: Part-time
- Reports to: Education Manager
- Exempt status: Non-exempt
- Pay rate: \$30/hour for teaching; \$20/hour for planning and meetings
- Paid hours:
 - Classes meet once a week for a ten-week term. Unless otherwise advised, in-person classes are 1.25 hours per week, with 0.5 hours of total set-up and tear-down, which comes to 17.5 hours of teaching time per class per term; online classes are 1.25 hours per week, with 0.33 hours of total set-up and tear-down, which comes to 15.8 hours of teaching time per class per term. PHAME holds terms in fall, winter, and spring, and may hold a shorter term in summer.
 - Teaching Artists are allotted 10 hours of planning per class per term (unless otherwise advised).
 - Teaching Artists attend monthly staff meetings (held the first Friday of each month of the term, 10:00 AM–12:00 PM).
 - Holiday pay benefit: PHAME observes 11 annual holidays; employees are paid for regularly scheduled hours that fall on those holidays. However, if classes are not scheduled (for instance, there are no classes the week of Thanksgiving), employees are not paid.

Major Duties & Responsibilities:

- Develop and submit syllabus (PHAME provides a syllabus template) to Education Manager prior to the beginning of each term.
- Work with the Education Manager to ensure that needed class supplies and equipment are procured.
- Send class welcome emails to students prior to term start as instructed by PHAME's Enrollment Manager.
- Teach students artistic skills and techniques while incorporating skill-building around the four key areas of the core curriculum.
- Utilize accommodations and modifications to ensure a successful class experience for each student.
- Incorporate assistance from volunteers and/or interns in the classroom as applicable.
- Attend monthly team meetings.
- Review and contribute to document used by all staff for sharing insights and strategies for working with and accommodating specific students.
- Complete class assessments.
- Return class supplies and equipment to PHAME; assist with the collection of supplies and equipment borrowed by students.

Skills/Qualifications:

- Ability to create curriculum for assigned class(es)
- Experience working professionally in the artistic medium of assigned class(es)
- Teaching experience
- Experience working with people with intellectual and developmental disabilities preferred
- At least three years of progressively responsible work experience
- Commitment to arriving prepared and on time to scheduled classes and meetings
- Strong communication skills; openness to take feedback
- Commitment to PHAME's mission of empowering individuals with intellectual and developmental disabilities to live full, creative lives through arts education and performance

Physical & Cognitive Requirements:

- Percentage of time spent sitting, standing, moving: Teaching Artist to determine
- Weight lifting requirement: 20 lbs. (helpful, but not required)
- Bending requirement: moderate
- Screen time: moderate
- Meeting responsibilities: minimal
- Type of decision making/problem solving: complex
- Percentage of position that can be worked remote: Classes are online or in person depending on class assignments. Planning time can be done remotely. Meetings may be online or in person.

Covid Safety Policies:

PHAME monitors virus levels in our area and modifies safety policies as needed. When virus levels rise, we may require staff to answer simple health questions, submit to temperature checks, and/or wear a mask while on campus. Additionally, PHAME has a strict stay-home policy for staff who test positive for Covid. Our campuses have high-level air filtration. While PHAME does not require proof of vaccination for Covid or other easily transmittable diseases, we strongly suggest that staff (and students) be vaccinated. More information about PHAME's Covid policies is available on request.