The Imagine Bus Project (TIBP) is seeking experienced, dynamic, part-time Teaching Artists to teach in our Juvenile Hall program. We are looking to hire artists who have worked with under served populations of youth, have the ability to tailor curricula to meet the needs and abilities of students, and the site. The Teaching Artist will work in collaboration with on-site facility staff and the staff of The Imagine Bus Project, to determine and develop creative projects. Projects will place an emphasis on nurturing cultural sensitivity and restorative justice principles.

**Qualifications:**

- Minimum of 2 years teaching experience in the visual arts
- Demonstrated mastery in one or more of the following creative disciplines: animation, drawing, painting, illustration/cartooning, graphic design, photography, film/videography, sculpture, and/or mixed media
- Experience teaching youth ages 14-17 in small and large groups
- Knowledge and experience of a range of art media and creative processes
- Experience with developing curriculum in the visual arts
- Strong interpersonal communication skills
- B.A. (or equivalent experience) in Fine Art, Arts Education, or closely related field
- Experience working with individuals across various ethnic and socio-economic backgrounds
- Experience teaching in a corrections and rehabilitation setting is preferred, but not required
- Complete all required steps to obtain and retain security clearance for working with minors inside a juvenile detention facility
- Reliable transportation is needed, as some sites may not easily be accessed by public transit
- People of diverse backgrounds are encouraged to apply

**Responsibilities:**

**A) Administrative Duties (50%)**

- Develop a unique course curriculum in collaboration with TIBP Staff
- Submit a creative brief/project summary for each course project to the Program Director
- Prepare developmentally appropriate lessons and materials for each in-unit class
- Submit a brief overview of weekly lesson plans to the Program Director *(once a month)*
- Manage supply ordering and procurement of supplies, within an allocated supply budget
- Submit a miscellaneous reimbursement form to TIBP Staff, as needed *(once a month)*
- Document and submit student creative process (e.g. photographs, scanned imagery, writing, etc.) to the Program Director *(once a month)*
- Accurately track all working hours, as completed, using a web-based timekeeping system
- Participate in regular staff meetings *(once a month)*
- Participate in an annual teacher training session with TIBP Staff
- Prepare for in-unit classroom site-visits and teaching observation by the Program Director, TIBP Staff, Board Members, organizational stakeholders, and/or special guests *(once a month)*
- Assist in evaluating program effectiveness, by facilitating in-unit student evaluations *(biannually)*
- Complete an employee annual performance evaluation with TIBP Staff
B) Instructional Duties (50%)

- Plan, prepare, and teach visual arts classes to diverse youth residing in Bay Area juvenile detention facilities
- Provide guidance and oversee final student projects to completion, based on course curriculum
- Participate and oversee regular exhibition(s) of student artwork for the general public, in collaboration with TIBP Staff

**Location:** Classes take place inside a juvenile detention facility.

**Schedule:** 3-10 teaching hours per week, plus additional paid classroom prep-time. This is a part-time position. All Teaching Artists are expected to attend and participate in an annual teacher training and periodic meetings with TIBP Staff and other Teaching Artists. Teaching schedules are determined on a site-by-site basis, and may be subject to change:

- San Francisco County Juvenile Justice Center – Sundays
- San Mateo County Juvenile Justice Center – Fridays
- Sonoma County Juvenile Justice Center – Tuesdays, Thursdays, and Fridays

**Salary:** $30-40/hour and commensurate with education and experience.

**To Apply:** Please e-mail résumé, cover letter including your interest, qualifications, relevant skills, and 3-5 samples of your artwork and/or a link to your website or portfolio to info@imaginebusproject.org. Applications may be addressed to Program Director, Sandra Legler.

In the subject line of your email submission, please indicate which county you are applying for (i.e. San Francisco Teaching Artist, San Mateo Teaching Artist, or Sonoma Teaching Artist).

**No phone calls please.** Additional information about TIBP may be found at www.imaginebusproject.org.

*Please note we will only contact those candidates selected for an interview.*