



## **Child Program Educator**

At Create Art Studio, we believe that everyone is creative and we help guide our students to uncover and develop their own creative skills through visual art. We're passionate about sharing art in a fun, safe environment that builds a community. We offer art classes in-person and online, educational programming, after school program, birthday parties, social art events, corporate team building, and a retail art gallery and ceramics studio.

### **Job Description**

As Child Program Educator at Create Art Studio, you will deliver lessons in visual art mediums such as drawing, painting, sculpture and mixed media to children and teens through classes, workshops, or events - online or in-person. You are able to easily manage groups of children of differing abilities and personalities. You're a team player who approaches life and work with a positive attitude and an infectious sense of curiosity.

### **Duties and Responsibilities:**

- Teach child and teen art programs following our curriculum and educational approach, focusing on technique development and student enrichment, either in-studio, online or both, depending on the role or current public health measures
- Document lesson plans and store plan and samples in digital and/or physical form with sufficient time for review by supervisor prior to materials ordering cycle
- Create a supply list with sufficient time to order, prepare, and deliver (as necessary) student materials kits
- Actively participate in training, staff meetings, and planning sessions
- For in-studio classes:
  - Ensure supplies and equipment are set-up in advance of student arrival and are cleaned and stored immediately following use
  - Clean studio immediately following program, leaving it in as good or better condition, including but not limited to cleaning tables, chairs and high touch surfaces, sweep debris from floor, empty garbages and recycling bins if necessary



- For online classes:
  - Ensure software is kept up to date
  - Maintain home studio equipment in good working order
- Arrive with sufficient time to start working at start of shift
- Support revenue targets of the studio
- Maintain a helpful and friendly approach to customer service, staying informed of studio and class news to share with students
- Distributes administrative materials and program evaluations as required
- Ensures health and safety and policies and procedures are followed
- Efficiently deals with incidents, problems and emergencies as outlined by policies and procedures
- Responds to inquiries from parents/guardians, participants, staff and the general public in a friendly and helpful manner
- Models HIGH FIVE® Principles at all times with team members and students

### **Required skills and experience**

- High energy, friendly and positive personality who champions diversity
- Passionate about sharing your knowledge of art with our students
- Post-secondary education or professional work experience in Visual Arts (painting, drawing, sculpture, mixed media), Education, Early Childhood or related discipline
- 2-3 years of experience instructing visual arts or similar programs to children or youth
- 2-3 years of experience creating original works of art
- Ability to manage an in-person classroom of up to 20 participants or a digital classroom of up to 10 participants
- Ability to lift and carry up to 20kg and to climb up to 20 stairs (for in-studio roles)
- Strong leadership, organizational, and communication skills
- Excellent problem solving skills, with excellent decision making capabilities
- A team player
- Ability to analyze problems, identify alternatives and make recommendations in order to best serve our students and customers
- Ability to maintain strict confidentiality and unquestionable integrity
- High Five certification preferred
- Bilingualism an asset



## **Conditions of Employment**

- Work is usually afternoon, evenings and weekends
- Work involves mental and visual concentration with frequent interruptions and some physical activity is involved
- All offers of employment are conditional on a Criminal Reference Check, Vulnerable Sector Screening (to be completed by Create Art Studio) and valid First Aid with CPR certificate
- All in-studio staff must provide proof of full vaccination against Covid-19 or provide proof of medical exemption. Staff who are not fully vaccinated against Covid-19 must follow our testing schedule.