

Children's Art Educator at The Arts Village

22 January 2019

Position Title

Children's Art Educator - 1 Year Fixed Term Contract
Reporting to: Mary-Beth Acres (Director - The Arts Village)

Description:

We are looking for an experienced creative with a passion for children, the arts, and creative education.

The aim of this role is to work independently alongside our core staff team to run an arts programme for children.

This position will take full responsibility for planning and tutoring our children's programmes over the holidays, running a 9am to 3pm programme for young creatives aged between 5 and 13 years old.

This is an opportunity to bring your experience and ideas to The Arts Village, working within our established team to craft awesome arts programmes for tamariki. The successful applicant will be provided with a full induction, training, and support.

The Arts Village has been running a School Holiday Programme/Holiday Arts Academy since 2003 and currently run a full programme for 8 to 12 year olds, and selected days/activities for 5-7 year olds. We will work with you to develop your ideas a schedule of activities, designed around relevant and interesting arts skills and materials. You will liaise with families, schools, and other networks to promote and develop the programme and take registrations, and improve accessibility outcomes for our programme. You will manage our supplies and ordering of additional supplies, and plan activities that make use of our resources, and tread gently on the environment.

You will also work alongside our team to assist in the training and managing of volunteer assistants during the programme, working in with our Volunteer Coordinator's overall schedule of activities.

Please note that as this role involves working with children and young people - any successful application will be subject to a full police, reference, and vetting check.

The Arts Village is an arts-based non-profit community organisation in Rotorua; last year more than 23,350 people got involved in our spaces through workshops, classes, events and activities. Our trust (Rotorua Arts Village Trust) is driven by making our community great through the arts, and our team of staff, volunteers, and villagers work year round on a number of projects that pursue this vision for our community.

The ideal candidate will have these attributes:

- Proven tutor skills, particularly with children.
- A creative mind and passion for learning through exploration and imagination.
- Be detail oriented and able to work to a brief.
- Team-minded, open to constructive feedback, and forthcoming with their own ideas and suggestions
- Personable with a positive attitude and cool head for responding to anything that might arise.
- Able to work on set tasks unsupervised.
- Have a clear and concise communication style both written and verbally.
- Friendly people skills and phone manner.
- Prompt and organised email communication skills.
- Able to take direction, and follow-up on tasks promptly.
- Able to work empathetically with people from a wide range of backgrounds.
- Able to work within a multi-cultural environment.

The ideal candidate will have training/skills in:

- Relevant tertiary qualifications in children's education/arts.
- Comprehensive First Aid training is essential to this role, if needed full training will be provided to the successful applicant.
- Computer literacy skills in word processing, using spreadsheets and working with images are essential.
- Knowledge of Mac Computer Systems and Google for Work would be beneficial to this role. Training will be provided in all of our systems to the successful applicant.
- Digital literacy and knowledge of how to use Facebook, and other social media applications including Canva, Snapchat, and Instagram would also be an advantage.

The Way We Work:

Our team is small, positive and often work together to hustle and get things done. The Arts Village is a unique and rewarding environment, with staff often working alongside the rest of our team, artists, volunteers, and other community members to develop projects.

Please note that this role has rigorous reference checking and police vetting

Timeframe & Remuneration

40 hours of initial training.

15 hours planning and administration time per school term.

Fixed hours of 8.30am to 4pm during School Holidays (not including Public Holidays).

April: 15th to 18th, 23rd to 24th, 26th

July: 8th to 12th, 15th to 19th

October: 30th September to 4th October, 7th to 11th October

This role may include additional hours at peak times through the year as and when agreed by both parties.

The hourly rate for this position is \$26 per hour.

How to Apply

To apply please send a brief CV (Max 2 pages) including two referees, and a cover letter explaining why you think you would be suitable for this role. Applications close at 11.59pm on Thursday, 14th February and interviews are tentatively planned for the 18th to 19th February, 2019.

Applications or any questions to be sent to:

Mary-Beth Acres (Director)

P: 07 343 7108

E: manager@artsvillage.org.nz

The Arts Village - 1240 Hinemaru Street, Rotorua 3010, Aotearoa.