



## **ART TEACHER ASSISTANT**

### *Job Description*

#### **ORGANIZATION BACKGROUND**

Art 4orms Foundation is a non-profit arts organization building and sustaining generational access to art education for public school students. Art 4orms will utilize art education to expand career pathways and dismantle historical disadvantages placed on communities of color, starting with children. Art 4orms mobilizes local artists through grassroots engagement opportunities while centering resources to provide free art education to public school students. Art 4orms create free art experiences to North Tulsa families through education, performances, festivals, workshops, films, lectures, and various interdisciplinary community-led artistic expressions.

#### **POSITION DESCRIPTION & OVERVIEW**

Art 4orms Foundation is looking for individuals who are community-oriented, passionate about the importance of art education, demonstrate creativity and innovation, work efficiently, show a record of success and INVESTED in increasing art opportunities for BIPOC public school students.

Art 4orms Foundation seeks a dynamic team player to serve as an Art Assistant to advance the mission of the organization. The Art Assistant works closely with and reports to the Program Director & Curriculum Specialist. The Art Assistant will be responsible for ensuring the room and all needed materials are in place in preparation for the Art 4orms After School Arts program.

Part-time, exempt (\$20/hr) - *This position will work a maximum of 15 hours a week, unless approved in advance by the Executive Artistic Director. This role also doesn't include Art 4orms employee benefits package (health, dental, and vision.)*

Hours: Tuesday - Thursday (2:00pm - 6:00pm)

Additional hours may be requested to accommodate the needs of other Art 4orms initiatives and/or events (i.e field trips, community events, etc.).

### **MINIMUM QUALIFICATIONS**

High School Diploma. Two years of experience in student art-related programming or any combination of education and experience that provides the desirable knowledge, skills and abilities.

### **ROLE & RESPONSIBILITIES**

- Manage classroom inventory and supplies
- Support general classroom operations and program preparation
  - Includes but not limited to: routine classroom cleaning, preparing students snacks, answering office phone, program supply errands.
- Conduct and digitally log daily student temperature check and attendance log
- Oversee student transitions (i.e. arrival, art therapy exercises, restroom breaks, departure)
- Assist lead art instructor in daily prepared art lesson(s)
- Communicate information and updates to parents (as needed)

*Special Working Conditions:* Willingness and ability to work irregular hours, including evenings and weekends as needed.

### **ART 4ORMS MISSION**

Utilizing the arts to dismantle and disrupt historical barriers placed on communities of color.

### **ART 4ORMS VISION**

To build and sustain generational access to art education for communities of color, starting with children

### **ART 4ORMS MOTTO**

“If I know, then you know and we can grow together”

*Art 4orms Foundation is an equal employment opportunity employer to those who meet the qualifications of the advertised role and description.*

*We recruit and hire applicants in all job classifications without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity and gender expression, genetic information, marital status, amnesty, status as a covered veteran, or any other characteristic protected by law. Art 4orms will be conducting a criminal background check. All employee job offers will be contingent upon the applicant(s) passing a criminal background check.*

Learn more about ART 4ORMS FOUNDATION visit [art4orms.org](http://art4orms.org)