

The Albany Museum of Art

Educator Duties and Responsibilities

Purpose and Goals: To provide consistent, comprehensive, and accessible Art enrichment programs for a variety of audiences in the community and region, and to provide those programs with experienced, credentialed teachers.

Qualifications:

- Georgia Teacher Certification in Art **and/or** experience as a classroom teacher or producing artist.
- Completed background check
- Knowledge of Art and how to teach Art to a variety of students.
- Ability to work with volunteers in a professional manner.
- Ability to communicate effectively with students, students' parents, and volunteers.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Code of Ethics and Employee Handbook for the museum (will be e-mailed to teachers).
- Ability to work independently.

Duties & Responsibilities:

- Create lessons and activities that are age appropriate and incorporate The Albany of Museum of Art's mission.
- Student work products should exhibit above average quality.
- Apply Common Core Standards, and National Art Standards to each lesson.
- Use common lesson plan form provided by the Museum
- Provide Director of Education with lesson plans and supply list no less than 2 weeks in advance of class (es) to be taught. (May be e-mailed to annie.vanoteghem@albanymuseum.com)
- Confirm supplies are available at least 3 days prior to the beginning of class.
- Report 30 minutes prior to class time in order to set up classroom space and ready supplies.
- Dress appropriately, the following is NOT permitted: Strapless or sleeveless tops, skirts/ shorts above the knee, flip flops, tight leggings/ bicycle shorts, visible midriff, or graphic T-shirts.
- Supervise and provide for the safety of every student
- Work both individually and in groups as appropriate for all learners
- Provide direction and supervision for volunteers
- Never leave students unattended (including lunch and snack times, you may order your lunch to the AMA or bring a packed lunch)
- Never use foul language or play inappropriate music (Disney, Kidz Bop, instrumental, etc. is approved)
- Refrain from cell phone use while teaching lessons or engaging with children

- Remain until area is organized at the end of class time. At the end of each session instructors should provide basic clean-up for the classroom area alongside students.

Educator sign: _____ date: _____

Letter of Intent

This letter is to verify the intent of the Albany Museum of Art (AMA) to secure the services of qualified art instructors for Summer Art Camps at the Albany Museum of Art. Following are the descriptions of the event and the conditions to be met by the museum and the instructor(s).

The Classes are described as the following:

THEME	DATES	TEACHER	DAY 1 ACTIVITIES	DAY 2 ACTIVITIES	DAY 3 ACTIVITIES	DAY 4 ACTIVITIES	DAY 5 ACTIVITIES

The Albany Museum of Art will provide a total compensation to the instructor(s) will be at a rate of \$20 per hour. The minimum for the Class to make will be 10 and the Class will be considered full at twenty-three. Compensation at this rate will be \$800.00 for a full week of classes lasting from 9am-4pm.

You are expected to arrive no later than 30 minutes before your class begins. Your total work time will be 8 hours per day for 5 days per week. You must remain with your students at all times including breaks for snacks and lunch.

At the end of each session instructors should provide basic clean-up for the classroom area. This includes washing brushes and throwing disposable materials in the garbage can provided. All food and drink items MUST be in the garbage can in the classroom as no food can be left unsecured in the museum overnight, so please ensure that the participants who bring food or drink items understand this. The paints, spare canvases, washed brushes, etc. will be replaced by staff if the instructor does not know their proper locations

Instructor compensation will be calculated by the museum and payable to the instructor within two weeks of the last day your camp is held. Arrangements should be made with the AMA as to the disbursement of the compensation (pickup, through mail, etc.). The AMA will notify instructor(s) of Classes if the minimum required number of participants is not met. The cutoff date for the class to make will be one (1) one week prior to the scheduled class.

The AMA will also ensure that all necessary supplies will be available for the Camp providing you have turned in a supply list, and it is within the budget approved by the AMA staff. Any additional materials should be pre-approved by AMA staff. The AMA will also be responsible for issuing and receiving registration forms and fees and providing front desk personnel for check-in/ check-out of the participants.

Tours to view a selected artwork, if such is on display, may be conducted by the instructor as long as there is an AMA staff member present to provide additional security for the artwork. Images selected for use during the Classes from the AMA exhibits or collections will be provided for use during the Class. If an activity includes drawing, sketching, or writing in the galleries please limit the instruments used to graphite and charcoal. Absolutely NO permanent marking tool should be carried into the galleries at any time. There is to be no eating or drinking in the galleries.

In the event that an emergency or illness arises and you will be unable to be available the day (or more as applicable) you are scheduled to instruct please contact the AMA as far in advance as possible so that we can make the necessary arrangements.

If any questions or concerns arise before the Class begins please feel free to contact me (Annie.vanoteghem@albanymuseum.com). During your sessions I should be available for assistance in my office adjacent to the classroom, but if I am not then contact Camille Floyd at the front desk.

We look forward to working with you on this and future projects!!

Educator sign: _____ date: _____

A Few Reminders

- Please do not pull lessons straight off of Pinterest. While Pinterest is a wonderful tool, and a great source for inspiration, we want to provide new and exciting art lessons unique to the AMA.
- We have incredible exhibits here at the AMA. Try and tie in some gallery time or involve our galleries in your lesson plans.
- When you can incorporate a variety of different mediums.
- If you are teaching 2 or more weeks, each week must have a different lesson plan. We have lots of children who attend more than one week of camp.