



THE APPRENTICE PROGRAM (TAP) MANAGER & LEAD TEACHING ARTIST

Arts on the Block

Arts on the Block (AOB) is the only organization in the Washington, DC, area offering youth the opportunity to learn about the intersection of art, design, and business by engaging them in real-world art projects. Since its founding in 2003, AOB's mission has been to empower creative youth to imagine and shape fulfilling futures, prepare to join the workforce, and contribute to the quality of life in their communities. AOB achieves its mission by providing real-world experiences in the arts, educational guidance, and entrepreneurial training. Our target audience is young people ages 4 to 24, the majority of whom live and attend public school in Montgomery County, Maryland.

Position Summary

AOB is seeking an experienced, self-directed individual to deliver a high-quality art, career, business, and life skills training experience for up to 20 teenage "apprentices" in AOB's aptly titled, The Apprentice Program (TAP). This is a permanent, part-time, year-long position. A TAP Manager & Lead Teaching Artist would need to be available for 15 to 25 hours/week (September through April) and 30 hours/week from late June through early August.

Responsibilities, Reporting Structure, and Annual Review

- You report to the Deputy Director and agree to use your best efforts to perform all duties professionally, following the highest accepted professional practices and standards.
- During your employment, you will follow AOB's policies and procedures as they may change from time to time at the AOB board's discretion.
- As a management team member, you are responsible for performing the duties described below - Accountabilities and Deliverables.
- Your functional duties entail all TAP-related programs, which include studio production. You lead planning and management efforts in those areas and provide weekly updates and regular reports such that the executive team and board may provide reasonable oversight of the organization.
- The performance review system is being updated in FY22. Your next performance review will be 6 to 7 months from your hiring date.

Accountability and Deliverables

- Deliver a TAP program covering visual art education within an Advancing Youth Development framework;
- Lead the TAP studio team; onboard, train, and coach at least one TAP studio assistant.
- Partner with team members to provide technology training, business management, job and life skills training, and training on effective visual and verbal presentations;
- Partner with team members to coordinate client, guest speaker, and/or visitor presentations;

- Support the professional development of each apprentice; evaluate professional development progress; prepare apprentice assessments, and collaborate with other team members on job training supports;
- Coach and support apprentices on the adoption and use of new and existing studio technology;
- Manage client relations on commissioned projects;
- Document artwork production progress and completed artworks;
- Manage other critical aspects of the program, including project management, workflow creation, and artistic quality control;
- Plan and manage the annual recruitment process for new apprentices;
- Oversee and provide 1:1 Advisory for Crew members;
- Prepare studio and apprentices for occasional events; attend and staff events as needed;
- Maintain safe worksite;
- Provide constructive feedback that may improve AOB and the program;
- Attend all assigned staff meetings;
- Contribute insight and leadership as it relates to AOB's studio transition and organizational growth;
- Plan and progress toward your own professional and educational goals; specifically, meet self-determined milestones toward a career as a teaching artist.
- Other related duties as assigned.

Worksite & Work Hours

- This will be primarily a hybrid position during the school term (Sept-April) and in-person (late June through early August).
- The studio space is at 900 Wayne Avenue, suite 1A, Silver Spring, MD.
- AOB's operational time is Mon through Sat, 10 am to 6 pm. Staff and program times vary within these operational hours.

Minimal qualifications

- Undergraduate degree or higher, preferably in visual art or a design-related discipline.
- Significant experience with commissioned and public art.
- Significant experience designing and implementing a visual arts curriculum for a diverse population of high school-aged creatives or older youth.
- Demonstrable interpersonal skills in working with a diverse population of employees, customers, managers, vendors, partners, and the general public.
- Demonstrable business competence, including verbal, written, and presentation skills, as well as organizational, leadership, and supervisory skills.

Compensation

- Commensurate with experience.

To Apply

Please send a cover letter and résumé to Clayton Evans, Deputy Director, cevans@artsontheblock.com, with "TAP-Lead Teaching Artist" in the subject line. Applications will not be accepted by mail. For most favorable consideration, applications must be received by Sunday, September 11, 2022, by 5 PM.

Arts on the Block does not discriminate based on gender identity, race, color, religion, sex, national origin, disability, or sexual orientation.