

**Position: Artist Instructional Coach, Cleveland Programs**

Classification: Contractor, Fee for Service

Reports to: Manager of Regional School and Community Programs

**About Studio Institute:**

In July of 2016, the Studio in a School Association, Inc. launched the Studio Institute, LLC. Informed by over forty years of experience in NYC Schools, the Studio Institute shares program designs, develops curriculum resources, implements programs and professional development initiatives. Together, Studio Institute and Studio in a School NYC realize the mission and vision of the Studio in a School Association.

Studio Institute, LLC seeks a dedicated, organized, experienced arts administrator to join a small, talented team working in a fast-paced start-up. The Artist Coach, Cleveland Programs will support training for artists; keep accurate records and maintain effective communication with Cleveland artist instructors; and play a significant role in ensuring the quality of Studio Institute programs in Ohio.

The Artist Coach serves as a local support for Studio Institute artists through site visits, artist meetings, and trainings to ensure the successful delivery of the Studio in a School methodology. To date, the Cleveland expansion program has served students in Pre-K through Grade 8 at four sites and has four part-time artist instructors. In the 2022–2023 school year, Studio Institute plans to expand to six sites and employ from four to six part-time artist instructors.

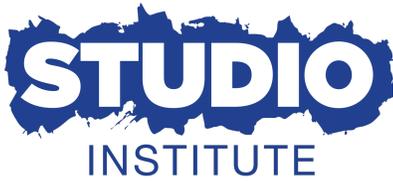
**Services the contractor will provide:**

Artist Instructor Coaching – 70%

- Provide coaching and support to artist instructors in their classroom practices through classroom visits and documentation of artist teaching performance.
- In collaboration with Studio staff, assist with the development of artist training experiences and bi-monthly artist meetings. Training topics can include, but are not limited to: Studio's philosophy and methodology, classroom management techniques, and visual arts techniques.
- Provide feedback to artists following training visits.
- Maintain consistent communication with all artist instructors regarding training opportunities (required and optional), teaching practices, and other pertinent information.
- Serve as a resource for faculty regarding teaching methods, building school partnerships, implementing best practices in visual arts education, etc.
- Distribute and collect necessary paperwork from artist instructors.

Program Documentation – 30%

- Follow Studio Institute observation guidelines when making site visits, which includes the writing and submitting observation reports in a timely manner.
- Document observed classes through photos and videos to help track artist performance and student progress.
- Ensure that program experiences are adhering to Studio Institute guidelines and quality.



**Requirements:**

- Bachelor's degree required. Strong knowledge of visual arts education with a focus on student-centered, experiential learning, understanding of social emotional learning and development, and familiarity with school settings required.
- Experience as a visual arts classroom teacher, teaching artist, and/or instructional coach required.
- Experience and training with early childhood education a plus.
- Available to travel to Cleveland sites one to two days each week.
- Ability to multi-task, collaborate with other staff members, and work well in a fast-paced, changing environment.
- Strong interpersonal and communication skills (oral and written).
- Detail oriented, organized, and flexible.
- Highly skilled in using Google Drive, MS Office Suite, and digital file management.
- Demonstrates a passion for learning; a commitment to inspire the adults who influence young people through visual arts education; and a commitment to address the diversity of Cleveland's population.
- Experience in developing arts programs and protocols which reflect diversity, equity and inclusion a plus.
- Familiarity with the schools and communities of Cleveland, Ohio Learning Standards, and writing curriculum and/or lesson plans preferred.
- Sense of humor, ability to take initiative, and a positive attitude a plus.
- Able to work flexible hours, evenings, and weekends as arranged in advance.
- Willingness to take on additional responsibilities as requested.

**Compensation:**

Approximately \$50/hour pending experience.

**To apply:**

Email resume and cover letter to [jobs@studioinst.org](mailto:jobs@studioinst.org). Please use "Artist Instructional Coach, Cleveland Programs" in the subject line. No phone calls, please.