



Job Description

**Instructional Designer**

Classification

Part Time / Non-Exempt / Hourly

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### ***Position Summary***

The **Instructional Designer** works directly with the Director of Programs to research and develop innovative arts-integrated curricular activities for premier programs of Arts @ Large and will assist in the evaluation of program initiatives. This role also includes managing artist relations as needed.

### **Essential Duties & Responsibilities**

To perform this job successfully an individual must be a self-starter. This role requires building and maintaining relationships in a variety of settings. The requirements listed are representative of the knowledge, skills and ability required to perform the duties of this job satisfactorily.

### **Curriculum Development**

- K-12 Schools
  - Develop activities and grade level specific learning outcomes (K-12, Special Education), connecting the arts across all subject areas (Science, Social Studies, Math, ELA, etc.)
  - Work collaboratively with district and community partners to support the development of artist residency programs for classroom teachers
  - Ensure activities are adapted to virtual and hybrid learning environments
  - Collaborate with Director of Programs to continually update relevant course offerings and content available to our stakeholders
  - Assist in facilitating arts integrated and arts enhanced professional development sessions for classroom teachers
- Community - Arts4All
  - Work collaboratively with artist educators, adapting activities created by the artists to meet the needs of our stakeholders
  - Ensure activities and programs are guided by equitable and trauma informed practices
  - Collaborate with stakeholders, community partners and the Arts @ Large program team to ensure all activities are accessible to our program participants
  - Assist in the development and facilitation of professional development sessions for artist educators on topics relevant to our program offerings
- Community Center Field Trips

- Work with Director of Programs to develop lessons and activities that connect to current Arts @ Large exhibitions
- Work with classroom teachers and administrators to recruit and schedule field trips for Arts @ Large exhibitions

### **Evaluation**

- Participate in program evaluation, and research related to program quality and effectiveness, and ensure all decisions are based on available data
- Develop evaluation tools for program areas specific to each stakeholder group
- Administer, analyze and generate reports on data collected in each program area assigned

### **Additional Requirements**

This is a non-exempt hourly position with a work schedule of up to 24 hours per week to include frequent nights/weekends for community events as needed. Work will be performed in person. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Wisconsin Teaching License in education preferred
- Must have extensive knowledge of Wisconsin Core Academic Standards
- Experience and/or degree in Arts Education (visual, performing, media and design) OR art therapy is preferred
- Three or more years related experience in education, using the arts as tools for student engagement and learning
- Ability to effectively utilize job-related software including but not limited to Google Suite, Microsoft Office Suite and the internet. Ability to type proficiently, prepare reports, write correspondence and e-mail.
- Ability to effectively present written and verbal information. Ability to respond to questions from the general public, neighborhood residents, youth, educators, as well as staff of various community-based organizations. Some public speaking is required.
- Sound judgment and temperament with the ability to listen to and interpret instructions, apply common sense understanding and carry out instructions furnished written or oral.
- Excellent communication skills and ability to work in a multicultural environment.
- Experience and ability to multi-task and coordinate a variety of projects simultaneously.

Hourly wage begins at \$20/hour; not to exceed 24 hours per week.

Interested candidates should submit a resume and cover letter and 3 professional references to [info@artsatlargeinc.org](mailto:info@artsatlargeinc.org)