

**Posted**

May 14, 2019

**Job Title**

Studio 789 Coordinator & Teaching Artist

**Organization**

Flower City Arts Center

**Department**

Photography & Digital Arts

**Supervisor**

Director of Photography & Digital Arts

**About**

The Flower City Arts Center is a community-based not-for-profit that educates, encourages and inspires all people to create and enjoy the arts. Established in 1970, The Flower City Arts Center is located in an historic firehouse, built in 1895-1905 (Try to find evidence of the fire poles next time you're here!). We are the only community visual arts center conveniently located within the City of Rochester. In 1973, the Arts Center incorporated as a 501(c)3 not-for-profit educational institution.

The Flower City Arts Center offers programs in three visual arts areas: Printmaking & Book Arts, Ceramics, and Photography & Digital Arts. We produce youth programs, classes and workshops, provide facilities to our studio artists, and exhibit work in our galleries. We collaborate with community groups for the benefit of all. Our programs are available to community members of all ages, income and background.

The Flower City Arts Center is an Institutional Member of the National Guild for Community Arts Education.

**Posting Summary**

The Studio 789 Coordinator is responsible for maintaining and teaching in the Studio 789: Monroe cohort of the 24-week afterschool Youth Photography & Writing Program in the Photography & Digital Arts department. As a Teaching Artist at the Center this position will also be teaching adult and youth classes,

workshops, and special programs in the Photography & Digital Arts department.

### **Studio 789 Coordinator Primary Duties and Responsibilities**

- Maintain Studio 789 (August-April)
  - Supervise instructors, teacher advisors, and poets
  - Supervise volunteers and interns
  - Process film & contact sheets as needed
  - Weekly communications with teachers and volunteers
  - Arrange for weekly transportation and food
  - Book production
  - Coordinate weekly schedule
  - Production of support materials (fliers, registration forms, thank you cards, letters to parent, etc.) in coordination with Youth Program Coordinator
  - Maintain Youth Photography & Writing Program Facebook page in coordination with Youth Program Coordinator
  - Final exhibition preparation and production in coordination with Youth Program Coordinator
- Teach in Studio 789 (September-March)
  - Responsible for meeting requirements outlined in the Youth Photography & Writing Program handbook
- Other duties as assigned

### **Teaching Artist Primary Duties and Responsibilities**

- Teach 2-3 classes/workshops per quarter in Photography & Digital Arts
- Teach in K-12 school programs
- Teach in TRAC: Afterschool Visual Art Program
- Develop new classes, camps, and experiences for students
- Teach in special programs including Eyes Front: Images and Words from Women Veterans
- Other duties as assigned

### **Knowledge/Skills Required**

- Experience working with traditional black and white darkrooms and analog photography
- Preferred experience with Adobe Photoshop
- Experience in positions interacting with the public
- Excellent written and verbal skills

- Ability to multi-task and meet deadlines

### **Minimum Qualifications**

- Bachelors degree in Photography, Art Education, or related field
- Minimum of 3-5 years teaching experience
- Daytime, evening, and weekend availability
- Flexible schedule based on teaching schedule

### **Compensation**

- Hours: part-time, 20hrs/week
- Salary: \$16/hr, commensurate with experience
- Benefits: Flower City Arts Center provides vacation and sick time for all employees based on the number of hours worked per week. All employees may enroll in classes at the center on a space-available basis, paying any required materials fee.

### **To Apply**

For full consideration submit cover letter, resume, and contact information for three professional references in **a single PDF** by June 10, 2019 to:

Megan Charland  
Director of Photography & Digital Arts  
photo@rochesterarts.org