

Eastend Studio & Gallery - Teaching Roles and Responsibilities

After school classes (2 hours/week)

Compensation: \$15 an hour for After School classes

- Arrive in time to set up before class.
- Be sure all brushes and other materials, including tables, are cleaned and put away properly. Students may help clean up their own messes.
- Class plans should be submitted for two months at a time, by following due dates (may collaborate with Program Director Kat Whaley)
 - **October & November** (submitted by Sept 15)
 - **November & December** (Nov 15)
 - **Jan & Feb** (Dec 15)
 - **March & April** (Feb 15)
 - **May & June** (April 15)
- Be mindful of carry-over projects and timeliness of each class so schedule isn't thrown off.
- Be mindful of end of class time students are ready to leave and parents are not inconvenienced.
- Maintain attendance records for every class (attendance sheet will be provided)
- For After School classes, teacher will be compensated for an additional 30 minutes which includes set up and take down.

Pottery (Around 3 hours/week with max of 6) To be arranged with Program Director

Compensation: \$15 an hour for class time (2 hours + 1 hour for setup and take down = 3)

For firing/ trimming \$10 (1 hour/week to accommodate trimming/firing)

- Arrive in time to set up for class
- Instruct students on how to use sink properly with clay
- Instruct students as necessary
- Monitor the status of clay pieces in regards to moisture and ensure they are fired in timely manner or request status update by Kat
 - Plan firings to take place during class time or arrange with Kat specific ramping times
 - When firing during class is impossible, additional hours for firing services will be compensated by **\$10/hour** - (greenware – 2 hours) and (glaze firing – 1.5 hours)
 - Some exceptions will apply due to camp or large class size and will be arranged with Program Director

Additional Classes/Responsibilities (as-arranged)

Helping during events or at desk will be arranged on an as-needed basis (including Assistant teaching during events) will be **compensated by \$10 an hour. Additional classes as primary teacher will be compensated at the \$15 rate.**

Expectations of all hourly personnel

- Maintain professional interactions with clientele and students
- Maintain accurate timesheet
- Present positive image to the public when representing gallery
- If unable to attend scheduled classes, notify program director in timely manner