



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Professional Teaching Artist – All Art Forms

(Multnomah Arts Center - Southwest Portland & Citywide Locations)

Submission Deadline: Ongoing

Portland Parks & Recreation values a diverse workforce and seeks ways to promote equity and inclusion within the organization. PP&R encourages candidates with knowledge, ability and experience working with a broad range of individuals and diverse communities to apply. PP&R encourages candidates that can fluently speak more than one language.

Open Call to Teaching Artists

Are you a Teaching Artist? The Multnomah Arts Center is implementing an equity focused community arts education model. Our vision is to employ teachers that represent Portland's depth and breadth of art forms representing all members of our racially and ethnically diverse communities. These teaching artists will, in turn, share their knowledge with the greater Portland community through classes, workshops, and other opportunities, both at MAC and in other community settings.

Future Openings

We are reaching out to teaching artists that are interested in helping achieve this vision. MAC is seeking proposals from all artists interested in teaching any art form to a diverse community.

Current Openings

In addition to the ongoing open call, we are specifically seeking qualified candidates in the following arts disciplines for youth and adults:

- Animation
- Basketry (all types, esp. reed basketry)
- Book arts (paper making, book binding, etc.)
- Cartooning/Comics
- Dance
- Literary Arts (fiction, memoir, spoken, slam, screenwriting, etc.)
- Music (Alexander Technique, Brass, Ensemble, Hip-hop, Strings, Theory, Woodwind, World)
- Theatre (experimental, non-western traditions, technical)
- Woodworking (turning, carving, etc.)

Description

MAC has been providing high-quality arts instruction and participation in the performing and visual arts since 1973. MAC instructors are dedicated professionals with a strong arts background and a commitment to community arts education. MAC creates opportunities to connect with communities and cultures through personal and collaborative creative exploration in the arts.

- Compensation is based on level of experience, with a current range of \$20.25 - \$34.25/hr. (Typically, \$20.25 - \$26.25 to start.)
- Positions are part-time (maximum 1600 hours per year).

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Multnomah Arts Center
7688 S.W. Capitol Hwy.
Portland, OR 97219
Tel: (503) 823-2787

Administration
1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.
www.PortlandParks.org • Nick Fish, Commissioner • Adena Long, Director



- As classes may be cancelled due to low enrollment, instructors are not guaranteed work. Pay is hourly and does not include benefits.

The Ideal Candidate

- Has a degree or equivalent professional experience in the art form they teach.
- Has knowledge of current techniques, trends and best practices in their art form and of the community arts education field.
- Has teaching experience, including curriculum planning in the proposed medium.
- Has excellent communication skills and ability to adapt lessons for students with various learning styles.
- Can teach skill-based, age-appropriate curriculum to groups of students and/or private lessons.
- Can foster a positive, supportive classroom environment to a diverse student base.
- Can maintain all appropriate documentation such as records, lesson plans, handouts, and attendance.
- Can work with the changing demands of our community and contribute with enthusiasm towards MAC's community arts education and the City's equity goals.
- Understands and maintains a clean, organized studio environment required of busy community space.
- Works well with others and is comfortable sharing a space with other instructors, adhering to studio rules and protocols, and follows MAC's code of conduct.

To apply: Submit the PP&R Part-Time Employment Application, along with a letter of introduction, a résumé, and examples or links to your work (if applicable) to: MAC@portlandoregon.gov with *Job Application* included into the subject line, or submit application to Multnomah Arts Center, Attention: MAC Director, 7688 SW Capitol Hwy, Portland, OR 97219.

Hiring

We will contact you if we need additional information or if we would like to request an interview.

As programs needs change in response to community interest, instructors will be hired from this pool of teaching artists. Applications will be kept on file for at least one year.

Nondiscrimination Policy

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below No Later Than the Closing Date of This Announcement. The City is an Equal Employment Opportunity/Affirmative Action Employer.

If you are requesting Veteran's Preference, attach a copy of your DD214/DD215 and/or Veteran's Administration letter stating your disability to your profile. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for Veteran's Preference documentation must be submitted with your application.

Learn more about what MAC offers at www.MultnomahArtsCenter.org

Learn more about PP&R equity goals at <https://www.portlandoregon.gov/parks/72012>



Applications are accepted year round and kept on file for 90 days. After 90 days you are welcome to apply again, as needs are always changing. Applications can be filled out electronically, saved and emailed to the address below; printed, completed and mailed in; or submitted in person at the address below or at any PP&R Community Center. Only completed applications will be considered. Qualified candidates will be contacted as relevant positions become available. For more information about applying please visit portlandoregon.gov/parks/38305, call 503-729-3368, or email parksrecreationhiring@portlandoregon.gov.

Submit applications via email to: parksrecreationhiring@portlandoregon.gov

Submit applications via mail to: Portland Parks & Recreation
305 NE 102nd Avenue, Suite 250
Portland, Oregon 97220

Certifications	Expiration Date	Which age group(s) you are comfortable working with?
Standard First Aid		<input type="checkbox"/> Preschool (2-5yrs) <input type="checkbox"/> Youth (6-12yrs) <input type="checkbox"/> Teen (13-17yrs) <input type="checkbox"/> Adult <input type="checkbox"/> Senior (60+)
CPR		
Food Handlers		
Other Certifications		
<i>All positions require First Aid/CPR ***</i>		

Please indicate which positions or areas you would like to apply for.

Customer Service	Enrichment	Performing Arts	Sports	Health & Fitness
<input type="checkbox"/> Customer Service Rep. <input type="checkbox"/> Facility Attendant <input type="checkbox"/> Inclusion Assistant <input type="checkbox"/> Party Host <input type="checkbox"/> Other: _____	<input type="checkbox"/> After School <input type="checkbox"/> Art/Crafts <input type="checkbox"/> Cooking <input type="checkbox"/> Visual Arts <input type="checkbox"/> Other: _____	<input type="checkbox"/> Ballet <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theater <input type="checkbox"/> Other: _____	<input type="checkbox"/> Basketball <input type="checkbox"/> Gymnastics <input type="checkbox"/> Skate <input type="checkbox"/> Soccer <input type="checkbox"/> Sports Official <input type="checkbox"/> Other: _____	<input type="checkbox"/> Fitness Attendant <input type="checkbox"/> Personal Trainer - <i>identify certification above</i> <input type="checkbox"/> Group Fitness Instructor <input type="checkbox"/> Other: _____
For the areas you have indicated above, please share relevant experience. For instructors, please share types of classes and age group experience. <input type="checkbox"/> I have also attached a resume and/or cover letter				

Name: _____ Pronouns: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____ Alternate Phone: _____

Please indicate highest level of education completed: _____ I would like to opt out of email communication regarding hiring

Do you speak, write or read any languages other than English? Yes _____ No

Have you worked for Portland Parks & Recreation previously? Yes No

How did you hear about this job? School (name) PP&R website Other website Other: _____

Hours vary by program, what hours can you work? Morning Mid-day Afternoon Evening Any time of day

How many hours per week can you work? (Mark all that apply) 5-10 10-20 20-30 30-40



Area of Portland you prefer to work: North Northeast Southeast East West Anywhere

List specific sites if applicable: _____

What is most important to you? (Please rank in order): Time of Day Hours/Week Location

Please list your employment and/or volunteer history. Begin with your most recent experience.

Employer: _____ Phone: _____

Position: _____ Dates Employed: _____ to _____

Duties: _____

Wage: _____/Hour Hours: _____/Week May we contact this employer: Yes No

Reason for leaving: _____

Employer: _____ Phone: _____

Position: _____ Dates Employed: _____ to _____

Duties: _____

Wage: _____/Hour Hours: _____/Week May we contact this employer: Yes No

Reason for leaving: _____

Veteren's Preference	
<p>If you are requesting Veteran's Preference, attach a copy of your DD214/DD215 and/or Veteran's Administration letter stating your disability to your profile. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for. Veteran's Preference documentation must be submitted with your application.</p>	
Other Information	
<p>I understand that if hired by Portland Parks & Recreation, my employment is part-time, seasonal and at-will. I further understand that I am not guaranteed a certain number of hours. Hours and schedules are determined by program demand, facility need, weather, and mobility and employee experience. I have made no willful misrepresentations, omissions or falsifications. I am aware that should investigation disclose such misrepresentations, falsifications or omissions in the information I have submitted in the application process, my application will be rejected. If, after acceptance for employment, subsequent investigation should disclose misrepresentation, falsification or omission, it will be just cause for immediate dismissal.</p>	
Signature and Date: _____	
References	
Name: _____	Relationship to applicant: _____
Email: _____	Phone: _____
Name: _____	Relationship to applicant: _____
Email: _____	Phone: _____



Confidential Applicant Information Gender, Ethnicity, and Race Self-Identification Form

Portland Parks & Recreation invites applicants to self-identify their gender, ethnicity, and race. This voluntary information is separated from the application at the time of processing and prior to evaluation of the application. Submittal of this information is strictly voluntary and will be kept confidential. When reported, data will not identify any specific individual.

PERSONAL DATA

Gender: How do you identify? _____

RACE/ETHNICITY

Which of these group(s) best describes how you identify yourself racially and/or ethnically?

- African Immigrant
- American Indian/Alaskan Native
- Asian
- Black or African American
- Hispanic/Latino
- American Native Hawaiian/Pacific Islander
- Slavic/Eastern European Immigrant
- White
- Multi-Racial
- Other: _____