



Job Description	Studio Faculty, Ceramics	Job ID	PROG-01
Employment Type	Permanent Full Time	Hours Per Week	40
Reports To	Director, Visual Arts	Direct Reports	None
Vacation Accrual	15 workdays based on hours	Vacation Pay	N/A
Pay Type	Salary	Paid Health Days	12/year upon accrual
Health + Dental	All Other employees	Life Ins. + ASI	All other employees
RRSP/TFSA Cont.	\$750.00/yr	Flex Days	N/A
Team Membership	<input type="checkbox"/> Senior Management <input type="checkbox"/> Leadership Team <input checked="" type="checkbox"/> Frontline Team		

The Role

Our artists live with disabilities of varying forms but come to the studio because they want to be artists. To help our artists meet this goal, our Studio Faculty will lead their media-specific departments while making extra efforts to encourage, inspire, and motivate them to conceptualize new ideas, create with new mediums, develop and deliver specialized training programs, and exhibit their works when opportunities arise.

The role(s) of the Studio Faculty is to facilitate, mentor, and/or instruct our participating artists, carefully assisting them in reaching their goals as artists in all elements of the artistic process – from conceptualizing to exhibiting their works – while making sure that decisions made by the artists are theirs and theirs alone. As a member of our Studio Faculty, you are a highly motivated creator with an established technical skill set in 2D or 3D arts, and a desire to work with the disability community.

Tasks & Responsibilities:

All Studio Faculty positions work closely with the Director, Visual Arts and with each other as peers to understand and support the artistic/creative needs of our participants. The Director, Visual Arts relies on the studio team to help implement a program plan that looks at the advancement of each of our artists through the self-directed studio, media-specific training and creation programs, and artists-in-residence initiatives.

A. Studio Operations & Administration

1. Ensure that artists are equipped with the necessary tools and supplies specific to their creative goals.
2. Assist and provide inspirational resources to artists developing ideas and respect their autonomy over their creative desires.
3. Identify possible areas for artist skills training; facilitate skills training for artists as required.
4. Ensure the studio is well equipped and ready to meet the needs of our artists and their projects by assisting teammates with:
 - i. Proper set-up, tear down, and clean up of tools, supplies, chairs/tables at the end of each session;
 - ii. Identification of areas that need further clean-up from janitorial staff reported to the Coordinator, Artist Services;
 - iii. Stock appropriate supplies, and re-stocking/ sourcing/ ordering supplies as needed within the boundaries of the studio budget; ensuring artists have what they need to execute their projects;
 - iv. Report safety concerns to the Safety Officer or the Manager, Operations;
 - v. Work with volunteers and practicum students to keep studio storage, supplies, and common workspaces clean and well organized; supervise volunteers and practicum students in the delivery of day-to-day studio sessions and report progress to the Administrator, Artist Services;
 - vi. Diligent and careful storage of finished artworks and works in progress;
 - vii. Accurately and fairly value the cost of materials and present to the Coordinator, Artist Services to process project payments;



- viii. Ensure all processes and tasks within the Ceramics department are executed within a reasonable timeframe (project tracking, mixing glazes, firing regular kiln loads, equipment maintenance, mitigating dust, etc.); report any setbacks to the Director, Visual Arts immediately.
5. Support other members of the Studio Faculty team by actively engaging in shared studio tasks (general cleaning/ organization, daily announcements, studio progress or ISP notes, etc.)
6. Uphold and adhere to all direct service policies and procedures and studio processes and protocols.
7. Assist in the planning and implementation of exhibitions and other social and fundraising events.
8. Research, develop, and present an annual budget that clearly and accurately outlines the financial requirements of your specified department.
9. Provide minimum 3 days notice for anticipated absences; in consultation with the Director, Visual Arts actively support finding studio coverage for all absences.
10. Advocate for the agency and equitable treatment of NaAC artists; be able to hold difficult conversations with various stakeholders when NaAC values and artists' rights are compromised or at risk.
11. Stay up to date on current artistic trends and practices, especially as they pertain to artists living with disabilities.

B. Artists

1. Engage artists in all elements of the artistic cycle including:
 - i. Conduct annual meetings with assigned artists to identify their goals and professional aspirations; thoroughly document meeting notes and report to the Administrator, Artist Services for PDD reporting; submit documents within a minimum of 2 days post-completion.
 - ii. Assist in conceptualizing and realizing new artworks.
 - iii. Assist/ instruct/ facilitate the creation of artworks.
 - iv. Coordinate proper framing or display of artists' finished works.
2. Provide input to initial artist assessments and complete weekly tracking of goals/objectives for artists
3. Advocate artists' right to autonomy over their artwork.
4. Report any suspected mental or physical health challenges faced by artists via Contact Note or Incident report to the Director, Visual Arts immediately.
5. Report any behavioral concerns that negatively impact the artist and other surrounding participant artists to the Director, Visual Arts immediately.

C. Auxiliary Programs

1. In consultation with the Director, Visual Arts, participate in the development, planning, and delivery of supplemental programs within your department that will add to the experience of our artists (i.e. Community Classes, Studio Intensives, off-site programs, workshops, and/ or artists-in-residence programming).
2. On a quarterly basis, develop and deliver a responsive class curriculum that will support artists to learn and strengthen foundational skillsets in the ceramics medium.

D. Exhibitions and Other Event Assistance

1. Assist with all National accessArts Centre exhibitions and other events as requested. Tasks may include:
 - i. Planning, including the determination of placement of art pieces.
 - ii. Event set up and tear down.
 - iii. Hanging of art pieces.
 - iv. Other tasks specific to the event at hand

D. Expected Behaviours

- Adhere to the NaAC's Code of Conduct at all times; behave respectfully and without discrimination
- Actively support and participate in the NaAC's initiatives to promote diversity, equity, and inclusion
- Take initiative to learn about the NaAC, its goals, and its artists
- Demonstrate willingness to adapt communication and teaching style to meet unique and individual needs
- Demonstrate a commitment to artists' autonomy over their creative decisions
- Actively attend, engage, and participate in meetings as required



- Respond to all organizational email correspondence in a timely manner
- Complete all mandatory training on time
- Participate in team-building events
- Respond to NaAC surveys and requests for information
- Demonstrate a positive attitude; be willing to resolve conflicts respectfully and in a timely manner

QUALIFICATIONS

Required Skills + Abilities

- Formal training in the visual arts. Relevant experience can be also considered.
- 2-5+ years in a facilitator, mentor, collaborator role in the arts.
- Ability to speak and write effectively in English, both verbally and in writing.
- Demonstrable attention to detail.
- Basic skills in Microsoft Outlook and Word. Zoom facilitation.

Additional Skills + Abilities Considered Assets

- Experience working with individuals with physical and/or developmental disabilities.
- Exemplary verbal and written communication skills.

Required Personal Characteristics

- Patience.
- Passion for helping artists achieve their goals in all elements of the artistic process.
- Mature attitude and ability to work autonomously in a collaborative environment.
- Desire and ability to work as part of a team – collegial attitude towards working on a team; conflict management resolution; committed to no conflict but not avoiding – instead resolving as it comes up
- Desire and will to support artists' learning of specific mediums or styles while accounting for their unique abilities and access needs.
- Curious about hearing or learning from others as well as sharing ideas.
- Able to think beyond the scope of what is known (e.g creative solutions to adapting tools to different physical/ sensory challenges).
- Highly organized and capable of following up on assigned duties in a timely manner
- Energetic and positive approach to tasks/taking initiative/something about not being negative/ never have a "that's not my job" attitude/ don't wait to be told what to do.