



Inspire, enrich, and interlace Eastern Oregon communities through creative expression.

Title: After School Art Program Performing Arts Teacher (Contract, up to 10 hours / week)

Job Summary

The After School Art Program Performing Arts Teacher designs and delivers engaging, developmentally appropriate performing-arts instruction for young people (ages 5–12, Grades K-5) that advances Art Center East’s mission to “Inspire, enrich, and interlace Eastern Oregon communities through creative expression.” Working closely with the Youth Learning Coordinator, this role plans lessons, teaches classes and camps, and evaluates program impact, fostering a safe, inclusive, and fun environment that celebrates artistic exploration.

About the Art After School Performing Arts Program (Grades K-5)

Students will enjoy their afternoons with fellow student artists as they embark on journeys of performing art exploration and creation. No performance experience required! Each week, the Teaching Artist introduces a concept that helps children discover their performance abilities, hone their skills, and gain an awareness of their artistic choices. Each week, students will learn a new concept in the performing arts. Instruction topics include body and space awareness, vocal training, ensemble work, theatrical spaces, stage directions, and more.

Hours & Term

- **Schedule:** Up to 10 hours per week of instructional time, typically after school, with potential for additional planning hours.
- **Contract:** One-year, renewable annually based on performance and funding.
- **Location:** On-site at ACE; up to 1 hour per week may be approved for remote curriculum prep.

Qualifications & Skills

Education / Experience

- 2+ years of study in Performing Arts, Performing Art Education, or related field - **or**- equivalent professional experience **or** combination of education and experience.
- Minimum 1 year leading dance, theatre, music, or other performing arts classes for youth between the ages of 0 - 14.

- Current CPR/First Aid certification (or willingness to obtain).
- Able to pass a background check required for working with minors.

Instruction & Classroom Management

- Demonstrated ability to create age-appropriate, sequential curricula.
- Strong classroom-management and youth-development skills.
- Culturally responsive teaching practices.

General

- Excellent interpersonal, written, and verbal communication.
- Proficiency with basic digital tools (Google Drive, Canva, social media).
- Creativity, flexibility, and problem-solving aptitude.
- Ability to lift 30 lbs and stand for extended periods.

Specific Duties

- Develop and teach a weekly or monthly curriculum.
- Prepare lesson plans, supply lists, and learning objectives; submit to Youth Learning Coordinator by deadlines.
- Set up and maintain classroom space; ensure safe tool and material use.
- Track attendance, gather photo releases, and administer brief student/parent surveys.
- Collaborate with ACE staff to market classes (write blurbs, provide photos).
- Maintain accurate timesheets and class-related expense reports.
- Supervise classroom volunteers or interns as assigned.
- Attend monthly meetings with the Youth Learning Coordinator and occasional ACE events.

Compensation & Benefits

- **Hourly Rate:** \$15 - \$20 DOE (non-exempt).
- Staff discount in ACE Gift Gallery.
- Holidays off (unpaid).

Applications will be reviewed on a rolling basis. Candidates are encouraged to apply early. Position open until filled.

Application Instructions

Submit the following:

1. Cover letter describing your interest and relevant youth-teaching experience.

2. Résumé.
3. One sample lesson plan (grades 3–5 or 6–8).
4. Contact information for three professional references.

Applications may be mailed to P.O. Box 541, La Grande OR 97850 or delivered to Art Center East at 1006 Penn Avenue. If submitting electronically, applications must be saved as a single PDF document with [Your Full Name] “Your Name – ASAP - Performing Arts ” in the document title. Please email your application to darcy@artcentereast.org. No phone calls or inquiries, please. Incomplete applications will not be considered.

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