Jubilee Arts

Artist In Residence, Americorps Position Description

Come work with us (a little about your future co-workers!):
At Jubilee Arts, we believe in the power that artistic expression can have in facilitating change within communities. We are a small team, work hard, care about our community, and are driven to provide exceptional creative experiences for the 2,000+ participants that engage in our programming each year. We proudly serve as one of the key programs under Intersection of Change (IOC). IOC provides programs that enrich the economic, social, and spiritual lives of those living in Sandtown-Winchester and surrounding communities.

Have you heard about Jubilee Arts?
Jubilee Arts strives to be a hub of neighborhood activity centered around the arts, drawing families together and creating a shared sense of place and community. We do this by coordinating classes, programs, public art projects, and events that use the arts as a tool for empowerment, community-building, learning our history, and changing our future.

Are you a good fit?
If you have a unique passion for making art and connecting with people in west Baltimore and expertise in using art as a tool to build community this position is for you!

Why we need you:
The Artist-in-Residence is key member of the Jubilee Arts team, curating exhibitions, teaching a core visual art class and supporting all of our elementary and adult programs taught by our incredible team of independent teaching artist.

Note about COVID safety, virtual vs. in-person
This is a primarily virtual position for the time being, with a few exceptions. Americorps Member is responsible for assisting with outreach and coordinating supplies for classes, this entails putting together supply kits for families to pick up in a contactless manner. Weekly staff meetings and supervisory check-in meetings will take place in-person and masked at Jubilee Arts.

When the organization determines it is safe to resume in-person classes all staff will have time to review and provide feedback on our safety protocol to ensure each member is comfortable with returning to in-person work.

About the Community Art Collaborative AmeriCorps program
The Community Art Collaborative (CAC) is a community arts-focused AmeriCorps program that has been hosted at MICA since 2004. The CAC program places community artists in year-long residencies with nonprofits, schools, and community centers in Baltimore City. The CAC program offers many benefits, including a living allowance ($16,000 for the year), free healthcare, a federal Education Award, and connection to a network of community-driven arts organizations in Baltimore.

AmeriCorps service is a year-long commitment. In order to serve, you must be at least 17 years old, possess a high school diploma or equivalent, and be a US citizen, national, or lawful permanent resident. Participation in CAC is conditional upon completion of a National Service Criminal History Check.

Learn more about the CAC program at: http://www.mica.edu/cac
**Position Title:** Jubilee Arts, Community Arts Collaborative - Artist In Residence  
**Schedule:** 40 hours a week, Monday, Tuesdays, Fridays determined by candidate and supervisor, Wednesday & Thursday include evening hours to be finished at 8:00p  
**Position reports to:** Jubilee Arts Program Director  
**To Apply:** Email nhowell@Jubileeartsbaltimore.org with your resume. Interviews will take place on a rolling bases, position to be filled no later than November 1, 2021.  

**Purpose:** To provide high quality community based arts programming and support the operations of Jubilee Arts program.

**Duties:**  
**Teaching**  
- Teach a minimum of one weekly class each session, medium and age group to be determined by program director and Artist-In-Residence  
- Prepare curriculum overview for session, weekly lesson plans for class  

**Exhibition / Art Gallery**  
- Curate 6-12 Jubilee Arts Exhibitions  
- Select artists, schedule exhibitions  
- Promote Exhibitions  
- Maintain gallery space  

**Operations**  
- Maintain a structure and safe environment for all Jubilee Arts participants, staff and classes  
- Support virtual classes and teaching artists with an classroom management as needed  

**Administrative Support**  
- Manage and train volunteers  
- Complete all Americorps time sheets and reports on time  
- Participate in a weekly staff meeting with Jubilee Arts director  
- Assist in the planning and promotion of Jubilee Arts fundraisers  

**Legacy Project**  
*Projects should be of personal interest and relate to the vision and mission of Jubilee Arts in some way (student-designed zine, murals, storytelling, vacant lot transformations have been past projects). Proposed projects can be suggested in January-February and completed by August 1 of the same year.*  
- Develop concept and submit a proposal for Jubilee Arts to review  
- Create Timeline to implement the project  
- Seek funding to support the implementation of the project  
- Implement project according to timeline and proposal  

**When In-person programming resumes:**  
- Pick-up children from surrounding blocks and designated schools when applicable  
- Administer snack and dinner according to Family League Guidelines and rules  
- Record attendance and collect registrations forms daily  
- Maintaining clean Jubilee Arts studio  
- Manage dinner service  
- Close-up Jubilee Arts two nights a week after adult evening classes