



### **Independent Contractor - Workshop Manager/Artist**

The Redwood City Parks and Arts Foundation is seeking up to four workshop managers/artists, answering to the Project Manager, to lead art workshops for a new art program for at-risk youth in San Mateo County that combines juvenile diversion efforts with art in the public realm. This program will offer 3 to 4 or sessions of a 20-30 hour art workshop spread throughout the Fall and Spring 2019/2020 academic calendar to serve approximately 75 to 100 youth. The lesson plan anticipates students working in small groups under the tutelage of a trained teaching artist to lead students to design and contribute to a work of public art. The workshop objectives include: expose youth to the creative process to foster self expression and strengthen self-esteem; to enhance the suite of rehabilitative options for youth in the City of Redwood City's Police Department Juvenile Diversion Program (JDP) and other like agencies; to pilot a program for potential expansion throughout San Mateo County; and to cultivate positive ties between at-risk youth, members of law enforcement, and the community where they live.

### **Responsibilities and Duties**

- Plan, develop, coordinate and implement a new pilot art program for at-risk youth.
- Tailor an existing curriculum to needs of pilot participants.
- Create program documentation and marketing materials for the program.
- Respond to the needs of students with disabilities to provide students with special needs the same quality experience as every other participant.
- Prepare and coordinate project needs and gather necessary supplies.

- Devise adjustments to program for specific needs of all participants and devise adjustments or provide direct in-class support.
- Evaluate the success of the program and participants, providing constant and consistent feedback to participants,
- Communicate effectively, orally and in writing.
- Meet multiple deadlines and be highly detail oriented.
- Be flexible in a rapidly changing environment and work cooperatively in a team environment.

### **Contract Term/Salary**

The contract term is August 2019 through June 2020. The hourly rate for workshop lead/artist is \$30-\$60 per hour commensurate with relevant experience.

### **Qualifications**

**Education:** Documented coursework in Art, Arts Administration, Art History, Child Development, or a related field.

**Experience:** One year of experience in leading art projects for groups, professional level knowledge of contemporary art theory and history, artistic media, and arts program administration. Experience in working with children ages 12-18.

**Education/Experience Equivalency:** Combinations of appropriate education and training will be evaluated on an individual basis for comparability.

**Certification/License:** Driver's License or equivalent mobility.

### **Our Foundation**

The Redwood City Parks and Arts Foundation was established in 2012. We are a 501(c)3 public charity. We work in cooperation with the City of Redwood City's Department of Parks, Recreation, and Community Services. Our mission is to advocate, advance, and develop support for parks, recreational programming, community services, cultural activities, and the arts in Redwood City and surrounding unincorporated areas. We aim to raise community awareness and support for parks, recreation, and the arts; leverage and expand available financial resources to enhance and increase parks, recreation, and the arts; focus on priority projects and high-impact programs that meet community needs; partner and collaborate with other organizations to access unique resources to provide more programs for our community. We fundraise for Redwood City's Music on the Square concerts, Magical Bridge Playground, and other local programs/organizations whose mission aligns with ours. We host community events: Chalk Full of Fun on the Square, Family Campout, Open Paint/CATA, and Picnic en Blanc. We serve as the fiscal sponsor for a variety of local projects. Additionally, we organize community volunteers for many of Redwood City's festivals and events.

## **Questions**

Have you created curriculum for art workshops? What are things you would consider when doing creating the curriculum?

Have you worked with youth? Please explain when, where, how, and the demographics of the youth you have worked with.

## **Interested Candidates**

Please submit your resume and responses to the questions below to [info@rwcpaf.org](mailto:info@rwcpaf.org) by Tuesday July 23, 2019. We will contact all qualified candidates and tentatively plan to schedule interviews on Monday, July 29 and Tuesday, July 30.

The chosen Candidate must:

Consent to and pass a DOJ Livescan background check;

Maintain liability insurance at specified level of coverage for term of contract and list Redwood City Parks and Art Foundation as additional insured;

Complete a W-9 and be provided a 1099 for tax year 2019 and 2020; and

Participate in CSM Teacher Training to work with this population (at risk) youth.