

The Beverly Arts Center is currently hiring outreach instructors for the positions listed on the following pages:

P. 2: Dance/Drama

- Dance Instructor(s) for After-School Dance Programs at Morgan Park High School
- After School “Action Adventure” Class Instructor for St. Walter School

P.3: Visual Arts

- After School Cartooning Class Instructor for St. Walter School
- After School Digital Photography Class Instructor for St. Walter School

P. 4: Music

- In-School Music instructor at 92nd and Leavitt Ave.

To apply for a position listed on the following pages:

- If you are currently employed by the Beverly Arts Center:
 - Email Emily@beverlyartcenter.org
 - Let me know which position(s) you are interested in.
 - DO include a “cover letter” addressing anything the listing requests (usually found under the heading “Other”)
 - You DO NOT need to include a resume or references. I may ask for additional materials if you are applying to teach in an area where I am not already familiar with your work.
 - If you have not yet completed or signed up for Outreach Training workshops, please also include your availability for the week of Aug 23.
- If you are NOT currently employed by the Beverly Arts Center.
 - Email Emily@beverlyartcenter.org (do not call, mail, fax, or drop off hard copy)
 - Include your resume and three references.
 - Make sure your cover letter addresses anything the listing requests. Applications without a cover letter will not be considered.
 - If you were recommended by a current Beverly Arts Center employee, be sure to let me know who recommended you!!!
 - If you have interviewed with us before, please remind me of that fact, but still include the above-mentioned materials.
 - Be aware that there will be required training sessions the week of Aug 23 if you are new to our program. Please include your availability for the week of Aug 23 in your application materials.

ALL APPLICANTS: PLEASE CHECK YOUR COMMUTE TO A GIVEN POSITION *BEFORE* YOU APPLY. DO NOT APPLY FOR ANY POSITION UNLESS YOU ARE COMFORTABLE WITH THE COMMUTE FROM YOUR HOME TO THE PROGRAMMING LOCATION—WE DO NOT PAY ADDITIONAL FOR TRAVEL TIME.

Please feel free to share this document with any teaching artists you think might be interested! Positions may also be re-posted on subject-appropriate job or discussion boards. If you re-post a position, please remember to include the “how to apply” information above with it! We look forward to hearing from you!

Emily Dugan * Director of Outreach * Beverly Arts Center * Emily@beverlyartcenter.org

Dance Instructor(s) for After-School Dance Programs at Morgan Park High School

- **DESCRIPTION:** Each program is a 5-week after-school dance class that meets twice a week for 1.5hrs at a time. Students will sign-up for the classes and will want to be there, though they may have different levels of prior experience. Classes will take place in an auditorium on a stage.
- **LOCATION:** 1744 West Pryor Avenue, Chicago, IL 60643-3496
- **SCHEDULE:**
 - **ALL classes meet TU and TH, 2:45-4:15pm**
 - There are five sessions throughout the year. If you apply for this position, please specify which session(s) are of interest to you.
 - **Session I: Hip-Hop**—Aug 24- Sept 23, 2010
 - **Session II: Stepping**—**THIS POSITION HAS BEEN FILLED**
 - **Session III: African Contemporary Dance**—Jan 11- Feb 9, 2011 (class on 2/10 moved to Wed 2/9)
 - **Session IV: International Dance Sampler**—Mar 8- Apr 6 (class on 4/7 moved to Wed 4/6). This class should look at the basics of a different cultural dance form each week (ie. Belly Dance, Javanese Dance, Poynesian Dance, etc.) If you apply for this position, please specify which 4-5 dance forms you would chose to share with the students.
 - **Session V: Choreography**—May 3-May 26 (4-week session)
- **ADDITIONAL INFORMATION:**
 - Instructor should plan to bring their own boom box or other music source—school may not have one available.
 - Classes will have a maximum of 25 students.
 - There is not currently a performance planned for any class, but the instructor may choose to hold a small in-class performance on the last day of the session or work with the school to plan a performance during the school day or in the evening.
 - **In your cover letter** please be specific about which session(s) you would like to teach.

After School “Action Adventure” Class Instructor for St. Walter School

- **DESCRIPTION:** Work with up to 15 adorable pre-K through 1st grade students once a week to lead “adventures” on a different theme each week (ie. Under the Sea, Outer Space, Wild West, etc.) This class was created as a boy-friendly companion to Princess Tutu class (see previous page) and should be a mix of adventure-themed games and activities, books, craft projects, etc.
- **LOCATION:** 11741 S. Western Ave., Chicago, IL 60643
- **SCHEDULE:**
 - The class will meet once a week on **Thursdays from 3:00 to 4:00pm.**
 - SESSION I classes will **begin on Sept 16, 2010** and **end on November 11, 2010 (no class Oct 7)**
 - SESSION II classes will **begin on February 24, 2011** and **end on April 14, 2011.**
 - Class should culminate in a small in-class performance for parents and friends on the last day of class. It is the instructor’s responsibility to make sure school staff and parents are notified of the time of the final performance.
- **ADDITIONAL INFORMATION:**
 - Instructor should plan to bring their own boom box or other music source—school may not have one available.
 - There is a budget of **\$80** for supplies for craft projects and dress-up materials for use in class.
 - Though it is a “boy-friendly” class, we anticipate students of both genders.

After School Cartooning Class Instructor for St. Walter School

- **DESCRIPTION:** Work with up to 20 students in 2nd, 3rd, and 4th grades to teach the basics of cartooning over the course of an eight-week program.
- **LOCATION:** 11741 S. Western Ave., Chicago, IL 60643
- **SCHEDULE: (older and younger groups meet at the same time according to the schedule below)**
 - The classes will meet once a week on **Thursdays from 3:00 to 4:00pm.**
 - Classes will **begin on Nov 4, 2010** and **end on December 16, 2010.**
 - There will be **no class on November, 25, 2010.**
- **ADDITIONAL INFORMATION:**
 - There will be a budget of **\$40** for supplies (instructor should plan to bring ALL supplies needed for the class. Do not expect school/students to provide anything!!!)
 - In your application cover letter, please specify whether you would prefer to work with the older group, younger group, or have no preference.

After School Digital Photography Class Instructor for St. Walter School

- **DESCRIPTION:** Work with up to 20 students in 5th through 8th grades to teach the basics of digital photography and photo editing over the course of an eight-week program.
- **LOCATION:** 11741 S. Western Ave., Chicago, IL 60643
- **SCHEDULE:**
 - The class will meet once a week on **Thursdays from 3:00 to 4:00pm.**
 - Classes will **begin on February 24, 2011** and **end on April 14, 2011.**
- **ADDITIONAL INFORMATION:**
 - **Students will be asked to bring their own “point and shoot” digital cameras for use in class.**
 - Class will take place in the school computer lab so computers can be used for uploading and editing photos (instructor can get in before the class to see what programs are already on the computer)
 - There will be a budget of **\$80** for supplies/software.

In-School Music Instructor for K-8 at 92nd and Leavitt Ave.

- **Description:** Work with each class (one class per grade level) once per week to teach basic music theory and prepare students for two annual performances (one Winter, one Spring). Instructor will also work with an after-school choir for one hour one day a week. While this is not our toughest school, it is a challenging position in terms of classroom management and student interest—especially the upper grades. Prior experience teaching music in CPS or similar environment preferred.
- **LOCATION:** The school is located near 92nd St. and Leavitt Ave. in Chicago
- **SCHEDULE:**
 - **Mondays: 1:00-3:30pm (includes after-school choir)**
 - **Tuesdays: Noon-2:30pm**
 - **Wednesdays: Noon-2:30pm**
 - **Thursdays: Noon-2:30pm**
- Classes will begin on **September 13, 2010 and end on June 9, 2010.**
 - There will be **no programming** on the following dates due to school holidays:
 - **Mondays:** Oct 11, Dec 20 and 27, 2010, January 17, Feb 21, Mar 7, Apr 18, and May 30, 2011.
 - **Tuesdays:** Dec 21 and 28, 2010, Apr 19, 2011
 - **Wednesdays:** Nov 17, Dec 22 and 29, 2010, Apr 6 and 20, 2011
 - **Thursdays:** Nov 11 and 25, Dec 23 and 30, 2010, Apr 21, 2011
 - One to four possible additional days off for testing, to be determined by the school in conjunction with the instructor
 - **Winter and Spring Concert Dates** are TBD at this time.
- **ADDITIONAL INFORMATION:**
 - In your cover letter, please share a sample 6-8 week curriculum designed to engage an 8th grade class that is “too cool” for music class—make sure it still communicates 2-3 essential elements of music theory.
 - The music instructor will move from class to class—there is no designated music classroom (sometimes classes are held in the Library). Please consider this in your planning/application.
 - There is no set budget for supplies. Supplies are provided by the school upon receipt of requests from the instructor, and requests for supplies are approved on a case-by-case basis. Feel free to include a supplies estimate in your application.