

RYMAN ARTS

POSITION ANNOUNCEMENT: Teaching Assistant, Otis College Campus

POSITION TYPE: Seasonal, part time

Ryman Arts has an opening at our Otis College of Art & Design campus for a Teaching Assistant. The Teaching Assistants (TA) aid faculty and staff in conducting drawing and painting classes for talented high school students. The TA is responsible for all class support including setting up the classrooms, transporting and distributing class supplies, organizing and maintaining student artwork and portfolios, taking roll, and helping to organize supplies and artwork. The TA will also assist with class management, assist teachers with student critiques, and help students to further develop their art skills, participate in off-site field trips and install student art exhibitions, as well as other programmatic projects. Should Ryman Arts classes transition to online, the TA would assist in the classes via Zoom.

The Ryman Arts three-course sequential curriculum provides a college-level foundation in drawing and painting. In addition to the studio courses, the program includes college and career guidance and annual student exhibitions. The Foundation, Intermediate and Advanced classes meet on Saturdays at California State University, Fullerton and Sundays at Otis College of Art and Design in Westchester. Classes are 3 ½ hours long, and meet for 12 weeks, beginning September 8, 2024 at Otis College.

The Teaching Assistant interacts extensively with students, faculty, staff and reports to the Director of Education and Site and Outreach Coordinator.

TA Requirements:

- Has completed at least one year of college
- Skilled in foundation drawing and painting
- Has an outgoing personality, is flexible, energetic and responsible
- Able to serve as role model for teens and enjoy working with them
- Able to take initiative to solve problems
- Able to lift and carry art supplies and classroom equipment
- Is organized and detail-oriented
- Has own computer and reliable internet access sufficient to work remotely, if needed
- Is eligible to work in the United States

The TA will work each Sunday that class is in session at our Otis College location, with additional dates as needed, beginning on September 7, 2024. Typical TA hours are 8:30 a.m. – 5:00 p.m. This seasonal, part time position pays \$17.50 per hour.

To apply, please email a letter of interest, resume, and list of two references to info@ryman.org by July 28. Submit all application materials as PDF document(s).