



JOB DESCRIPTION: SITE SUPERVISOR

Ryman Arts has an opening for a Site Supervisor for the Spring 2025 semester at both our Cal State Fullerton campus and our Otis College of Art & Design campus. The Site Supervisor will oversee Ryman Arts classes on site to substitute when our usual staff is not available, maintaining the safety of the students, the integrity of the program and the relationship to the campus while on site.

About Ryman Arts

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 education and annual student exhibitions. The Foundation, Intermediate and Advanced classes of approximately 15 students 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 January 25 at Cal State Fullerton and February 2 at Otis College.

Ryman Arts has been teaching and mentoring talented teens from throughout Southern California since 1990. Admission is highly selective, and all students attend on a full scholarship that covers the cost of instruction, art materials, guest artists and field trips. For more information about Ryman Arts, please visit www.rymanarts.org. This limited-term position pays \$22 per hour for preparation time, meetings, and supervision hours. Location and schedule is flexible, estimated at about 50 hours per semester.

Responsibilities:

- Supervising classes from 8:00 a.m. – 5:00 p.m. on scheduled class days
- Supervising the work of the Faculty, Teaching Assistants, models and guest artists that takes place on class days
- Communicating with and greeting students and parents on class days, including carrying Ryman Arts cell phone, making announcements in classes, and answering questions about the program
- Making sure attendance is collected
- Leading the response to any emergencies or conflicts that arise during class time
- Ensuring that classrooms are better than we found them at the end of the day, including taking before and after photos for reference
- Working with faculty to make sure that their classes are appropriately equipped
- Coordinating the snack distribution for the day
- Preparing for class days by meeting with the Director of Education or Site & Outreach Coordinator
- Collecting materials from the Ryman Arts office ahead of class days and returning them afterwards, as needed
- Writing a brief report of the class day to the Director of Education
- Representing Ryman Arts to the community

Requirements:

- Experience in event or classroom leadership
- Experience in supervision or coordination
- Excellent communication skills by email, phone, and interpersonally
- Excellent organizational skills, and attention to detail
- Ability to take leadership in an emergency situation
- Demonstrated to be able to work effectively as part of a collegial staff
- Able to work with a flexible schedule as well as on pre-scheduled weekends during the semester and occasional weekdays for meetings and related work
- Bilingual speaking ability in English and Spanish, Chinese or Korean is an asset
- Work on site is mobile and does not have a dedicated desk area

To Apply:

Please email letter of interest, resume, three professional references (just contact information, no letter required) to info@ryman.org by December 23. Please submit materials as PDF documents.