

Part-time Weekend Instructor for International Student Program – Arts & Entertainment

The Arts & Entertainment Au Pair Weekend program is seeking energetic individuals to assist with an intensive weekend program in New York City for international students / au pairs. We are seeking qualified instructors with experience in the fields of entertainment and the arts, as well as teaching and international experience.

Please send resume and cover letter ASAP to Jared MacDonald at info@aupairclasses.org. Recruitment is ongoing.

Program Instructor / Part-time Faculty Overview:

- Work 4 weekends per year (Friday morning through Sunday afternoon with a possible staff meeting before each weekend class). The number of hours worked each weekend may vary depending on staffing and enrollment.
- Serve as the "homeroom" teacher for one section of 25-40 students / weekend class.
- Track and monitor students within section for attendance and assignments.
- Prepare for and teach several lectures (curriculum provided), including topics of:
Creativity, NYC Culture and History, Performing Arts in NYC, Visual Arts in NYC, and Broadway's Influence on Global and Popular Culture
- Facilitate in-class presentations, creativity-based activities, and group discussions.
- Lead student groups on the out-of-class educational and community excursions, including walking tours, museum, and other activities relevant to the performing and visual arts.
- Assist as needed (including logistics & food) to ensure weekend runs smoothly.

Requirements

- Master's degree required, preferably in a field related to the course curriculum.
- Experience and interest in the fields of arts and entertainment required, including performing arts (drama, TV/film, music, dance) and/or visual arts (art, architecture, photography).
- Teaching experience required, preferably in a higher education setting.
- Ability to take initiative and modify teaching to the needs of diverse students.
- Organized and ability to lead students both in and out of the classroom setting.
- Passion and enthusiasm that brings energy to the program.
- International experience preferred, preferably living abroad experience.
- Familiarity with the excursion and classroom locations in/around Times Square, Central Park, Soho, and other areas of Manhattan, strongly preferred.

Course/Work Schedule

There will be four weekends per year starting in 2018. Weekend courses in 2018 will be held March 16-18, July 20-22, Sept. 14-16, Nov. 16-18, and on corresponding weekends moving forward.

A full weekend contract for instructors consists of 40 hours: 30 teaching/facilitating hours for the weekend, plus 10 additional work hrs (6 hrs prep including arriving/departing 30 minutes before and after each class day, and one hour per teaching day for additional class preparation; 2 hrs Friday work and staff meeting before class starts, up to 2 hrs Sunday afternoon after class ends, or outside of class hours). Weekend class hours: Friday 10:30 am - 9:30pm (staff arrives by 8:30 am for staff meeting); Saturday 9 am - 9:30 pm; Sunday 9 am - 4:30 pm (staff to leave 5:30 or 6). Depending on staffing and enrollment needs, instructors may work on an hourly basis rather than a full weekend contract.

Compensation

Instructors are hired initially on a trial-basis as independent contractors (1099) and complete training weekends prior to being fully compensated as a regular instructor. Compensation information as follows:

- Training #1, 30-hour class from Friday through Sunday (first weekend) = \$800. This includes a 40-hour commitment (see work schedule above). If you are hired on an hourly basis, your training pay will be \$23/hr for on-site only.
- After completion of one full training weekend (40 hours), or 2 weekends of working a partial weekend (anything less than 32 hours) with Au Pair Weekend, compensation increases to \$1100 per weekend (pro-rated at \$27.50/hour).
- After your training period, if you are fully available to APW, but APW does not offer you a full weekend contract for a given weekend due to lower enrollments, your time will be paid at \$30/hour.
- If you are not available for a full weekend contract, your pay will be pro-rated hourly based on your current compensation level. If you are unavailable for too much of a weekend, then it may be necessary to find additional staff, which means we would not be able to guarantee pro-rated weekends.
- APW will pay a daily minimum of \$100 for instructors who work on an hourly basis.
- Upon completion of 4 complete weekends (or working at least 4 partial weekends with 100 hours minimum), and the ability to teach all the academic courses in the program, an annual increase of \$2/hr is provided. Compensation continues to increase by \$2/hr yearly, contingent upon completion of working 4 weekends and a minimum of 100 hours of work during the calendar year.

Staff reviews will be conducted on an annual (or more frequently as needed) basis, at which point the current compensation plan and job description will be reviewed and modified on an as needed basis.

For more information about Au Pair Weekend, see our website: www.aupairclasses.org