

APPLICATION REQUIREMENTS

If you are interested in becoming a Teaching Artist, please send the following documents to teach@communityarts.org.

Resume

- Provide a resume that highlights your relevant experience, skills, and qualifications.
- Include your contact information, a summary or objective statement, work history, education, and any relevant certifications or licenses.

Cover Letter

- Briefly introduce yourself, stating your interest in becoming an independent contract teaching artist.
- Highlight your relevant skills, experiences, and why you are an ideal fit for our community.

Portfolio

- Provide a portfolio showcases the best work of you and your students.
- Provide a clear and easy-to-access link or attachment in your email, resume, or cover letter.

Teaching Requirements

Teaching with the City of Walnut Creek comes with specific requirements, please be aware of the following prerequisites:

- **Educational Qualifications:** Possess an Associate's Degree (AA) or a Bachelor's Degree (BA) and have a minimum of 2 years of teaching experience within your discipline.
- **Business License:** Obtain a City of Walnut Creek business license.
- **W9 Form:** For tax purposes, the City of Walnut Creek requires you to submit a completed W9 form.
- **Mandated Reporter Certification:** If you are teaching minors, you must complete annual Mandated Reporter Certification.
- **Liability Insurance:** For certain high-risk disciplines, liability insurance is required.

Learn more about the
Center for Community
Arts by visiting or
contacting us

Phone:

(925) 943-5846

Email:

teach@communityarts.org

Website:

communityarts.org

Address:

111 N Wiget Ln
Walnut Creek, CA 94596

CENTER for
COMMUNITY
ARTS



BECOMING A TEACHING ARTIST



Welcome to Center for Community Arts

Are you a passionate teaching artist eager to expand your creative horizons? Are you committed to nurturing artistic expression in both yourself and your students? The Center for Community Arts is the ideal place for teaching artists like you to explore, grow, and inspire.

The Center for Community Arts, a division of the City of Walnut Creek's Arts and Recreation Department, provides a welcoming environment to our community of over 10,000 aspiring artists of all ages. The center offers a wide array of courses and workshops in drawing, painting, printmaking, ceramics, glass, fiber arts, jewelry, photography, digital media, dance, music, theater, and more.

We understand the importance of accessibility and inclusivity. That's why we collaborate with local schools and community centers to bring the arts to the heart of our community. We also partner with local non-profits to ensure financial aid is available for all our programs.

We invite you, to submit an application to join our team as an independent contract teaching artist and help us inspire and nurture the artistic potential of our community.

What is a Teaching Artist?

A teaching artist is a professional who combines their expertise in a specific artistic discipline with the skills and knowledge of an educator. They work to engage and educate students in their creative or artistic journey, fostering an appreciation for the arts while simultaneously imparting practical skills and knowledge.

QUALITIES OF A TEACHING ARTIST

- ✓ **Deep Understanding of Your Art**
A deep and thorough understanding of your chosen artistic discipline is fundamental. You should be skilled and knowledgeable in your field.
- ✓ **Passion**
A genuine love for your art form is contagious and can inspire your students. Your enthusiasm will help create a positive learning environment.
- ✓ **Patience**
Not all students will learn at the same pace, and some may face challenges. Patience is crucial in helping every student progress.
- ✓ **Adaptability**
Being able to adjust your teaching methods to accommodate different learning styles and abilities is essential. Flexibility in lesson planning is key.
- ✓ **Communication Skills**
Effective communication, both verbal and non-verbal, is vital. You should be able to explain complex concepts clearly and encourage open dialogue.
- ✓ **Empathy**
Understanding and connecting with your students on a personal level can help create a trusting and supportive learning atmosphere.
- ✓ **Creativity**
As an artist, you can bring creativity to your teaching, making lessons engaging, fun, and inspiring.
- ✓ **Organization**
Keeping track of lesson plans, schedules, and student progress is critical. Being organized ensures a smooth teaching process.
- ✓ **Cultural Competency**
Understanding and respecting the diverse backgrounds and perspectives of your students, artists, and art forms is crucial for creating an inclusive environment.
- ✓ **Professionalism**
Being punctual, reliable, and maintaining a high standard of professionalism is crucial for building a positive reputation with your students.
- ✓ **Continuous Learner**
A commitment to ongoing professional development and staying updated in your art form and teaching techniques is essential.

A ROADMAP TO TEACHING ART



1. Define Your Artistic Niche:

- Determine your artistic discipline, and identify your preferred audience, such as children, adults, or seniors.

2. Education or Certification:

- To improve your artistic skills, participate in workshops, classes, and practice regularly. Pursuing an AA, BA, or MA in your field can also establish you as an expert.

3. Create a Portfolio:

- Showcase your work and teaching with high-quality images, videos, and testimonials from previous students or clients.

4. Market Yourself:

- Establish an online presence with a professional website and social media accounts.

5. Create Lesson Plans:

- Create lesson plans that suit your audience's needs and abilities, integrating interactive and captivating teaching techniques.

6. Legal Considerations:

- Understand the necessary contracts and liability requirements. If working with minors, maintain regular mandated reporter certification.

7. Financial Management:

- As a 1099 independent contractor, maintain precise financial records, including income, expenses, and taxes.

8. Continuous Professional Development:

- Stay current with art trends and teaching techniques by attending workshops and conferences related to your practice.

9. Build Relationships:

- Foster strong relationships with your students to gain repeat enrollment and word-of-mouth referrals.

10. Feedback and Adaptation:

- Seek feedback from students regularly and be willing to make necessary adjustments to meet their needs.