



Job Title: Teaching Artist Assistant
Job Purpose: Support the efficient use of instructional time with communications, teaching, preparation, and class management
Reports to: Lead Teaching Artist

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Teaching Artist Assistant is a role in which individuals may develop experience and hands-on knowledge as a Teaching Artist. During this development time, the Teaching Artist Assistant helps enhance the capacity of lead Teaching Artist by proactively addressing classroom needs, assisting with students as instructed by the Lead Teaching Artist, and by supporting any other needs that helps make instructional time more efficient and engaging to students. The Teaching Artist Assistant may support school- and community-based instruction. The role may support ongoing classes year-round and also project-based classes as contracted throughout the year. All work at this time is in person and may be conducted during the week and weekends during the day and evenings as available.

Duties, Values and Responsibilities:

Communication

- Communicates and shares important information among the Teaching Artist, parents, students, and Calpulli coordinator
- Captures and shares attendance in each class with the Calpulli coordinator
- Proactively and urgently communicates any issues related to student safety and the safety of any others in the class to the Teaching Artist
- Communicate any changes to availability for classes to both the Teaching and, with Calpulli Community, to the program Director.

Class Management

- Acts on requests and direction from the Teaching Artist, reinforcing the goals and focus of the class content
- Prepares music playlists and cues up music in class as needed
- Documents class content as requested including video and notes
- Assures class control and management by executing on the following:
 - Instruct students on where to stand/ move to maximize space and use of mirrors
 - Enforces the rules of the class and space including but not limited to use of street shoes, food, uniforms, loud speaking, etc.
- Supports student engagement by modeling movement and proactively searching for students who may need additional focus



- Learns all class content in case coverage is needed

Administrative

- Prepares the studio as needed removing/ adding equipment including sound
- Removes debris and does light clean up as needed

QUALIFICATIONS

1. 3+ years experience in dance training including footwork or similar performing arts learning
2. A passion for learning and teaching in the performing arts
3. Bilingual (English and Spanish) preferred but not a requirement
4. Ability to communicate with individuals of all ages

COMPENSATION

\$25/hr for community classes, additional compensation is available per project

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line **“Teaching Artist Assistant.”** Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

Updated: June 2022