



STEP-BY-STEP CULTURAL ARTS

Cultural Arts Assistant

Job Description

Title:	Cultural Arts Assistant
Pay Rate:	\$19.00 - \$22.00, depending on experience and qualifications
Reports To:	Senior Program Manager (Cultural Arts)
Status:	Hourly/ Non-Exempt ▾
Hours:	Part-time ▾

JOB SUMMARY:

The Cultural Arts Assistant (CAA) plays a vital role in supporting the delivery of high-quality, culturally enriching arts education as part of the Step-By-Step Cultural Arts Program. Working under the guidance of various instructors, the CAA assists in a wide range of disciplines including but not limited to Mariachi, Folklórico, African dance and drumming, Polynesian dance, Aztec dance, Step, ukulele, and more. This dynamic position requires a flexible, enthusiastic, and culturally sensitive individual who is passionate about youth development and the arts. The ideal candidate is a team player who thrives in a creative, multicultural setting and is committed to promoting student growth, cultural expression, and community connection through the arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instructional Support:

- Assist instructors across multiple cultural disciplines (e.g., mariachi, folklórico, African dance, Polynesian dance, Aztec dance, step, ukulele) by preparing materials, instruments, props, or costumes in advance of class.
- Set up and manage all required classroom and performance technology including audio systems, musical instruments, video equipment, and other multimedia tools.
- Support instructors during lessons by modeling or assisting with warm-ups, footwork, choreography practice, or basic musical demonstrations depending on the class format.
- Help implement age-appropriate, culturally relevant instructional activities designed by the instructor.
- Assist with rehearsals, performances, and showcases by organizing materials, helping students transition, and providing backstage or tech support.
- Support the documentation of student attendance, participation, and progress as needed.
- Ensure that classroom instruments and equipment are properly maintained, stored, and handled with care.



Classroom & Student Management:

- Help maintain a structured, inclusive, and culturally respectful classroom environment that encourages participation and personal growth.
- Monitor students during lessons to ensure safety, engagement, and positive behavior.
- Support instructors in managing small and large student groups, helping differentiate activities for various ages and skill levels.
- Encourage teamwork, discipline, and respectful collaboration among students from diverse backgrounds.
- Guide students through routines, transitions, and warm-up/cool-down exercises under instructor direction.
- Assist students with proper use of instruments, dance props, costumes, and class materials.

Professionalism & Collaboration:

- Collaborate respectfully and effectively with a variety of instructors, artists, and cultural practitioners representing different traditions and disciplines.
- Demonstrate cultural sensitivity and a willingness to learn about the different art forms represented in the program.
- Maintain professional communication with staff, students, and families.
- Participate in staff meetings, professional development sessions, training, and performances as required.
- Remain flexible and responsive to the needs of instructors and the program, including substituting or supporting multiple classes as needed.
- Help onboard or support new instructors by modeling routines and sharing classroom setup procedures when requested.
- Uphold the values of equity, inclusion, and representation in all aspects of classroom and program support

Other Duties Assigned:

- All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Comply with company policies and procedures in employee manual;
- Available to work fluctuating hours, including weekends, if necessary;
- Be able to work well with not only co-employees, but also clients and vendors;
- Must be able to perform each essential duty satisfactorily;
- Must be able to provide outstanding customer service to clients;
- Be fluent in speaking English and being bilingual in Spanish is preferred.



CULTURAL COMPETENCIES:

- Uncompromising integrity;
- Champions the mission, culture, and objectives of the employer;
- Demonstrates value and respect for all employees;
- High energy and enthusiasm;
- Values the ideas and opinions of others and routinely collects their input as part of the decision-making process;
- Performs effectively as a team player

EDUCATION and REQUIREMENTS:

- High school diploma or equivalent required.
- Must be at least 18 years of age.
- Experience working with youth in educational, recreational, or enrichment settings.
- Basic knowledge or strong interest in one or more cultural art forms.
- Ability to follow lesson plans and directions from instructors.
- Comfort with setting up and operating basic audio/visual and classroom equipment.
- Strong communication skills and ability to work effectively with diverse populations.
- Must be able to move and stand for extended periods and assist with physical setup of classroom or performance spaces.

BACKGROUND CHECK/TESTING/CERTIFICATION:

- Must pass Live Scan (criminal background check via fingerprinting).
- Must pass drug testing.
- Provide a clear TB test
- CPR/ First Aid Certification

PHYSICAL, MENTAL, AND ENVIRONMENTAL CONDITIONS OF ESSENTIAL DUTIES OF THE JOB

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions. The demands for this job include those that are set forth hereinafter. The following designations are the codes used to complete the section of the job description: “F” is for frequent; “O” is for occasional; and “N” is for not at all:

Physical:

On the job, the employee must

- (F) Bend (F) Handle Objects (manual dexterity)
- (F) Squat (F) Reach above shoulder level
- (F) Crawl (F) Use fine finger movements
- (F) Climb (F) See, hear, and speak
- (F) Kneel () Other (_____)

Environmental:

On the job, the employee

Mental

On the job, the employee must be able to

- (F) Read/Comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason

Must carry / lift loads of:



(O) Is exposed to excessive noise

(O) Is exposed to marked changes in temperature and/or humidity

(O) Is exposed to dust, flumes, gases, radiation, microwave (circle)

() Other (_____)

(F) light (up to 25 lbs)

(O) moderate (25 lbs to 50 lbs)

(N) heavy (over 50 lbs)

STEP-BY-STEP CULTURAL ARTS EMPLOYMENT STATEMENT:

This position is contingent on continued partnership agreements with local schools. Employment may be affected by changes in program funding, site participation, or school contracts. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Step-By-Step Cultural Arts at-will employment duties and responsibilities are subject to the Step-By-Step Cultural Arts Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

I have had all questions about my job description explained to me to my satisfaction. I understand that nothing in this job description restricts management’s right to assign or reassign duties and/or responsibilities to this job at any time.

Print Name:

Signature: <input type="text"/>	Date: Click or tap to enter a date. <input type="text"/>
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