



**CONTRACT POSITION: NWC Arts Teacher Assistant**

**INFORMATION**

|                       |                    |
|-----------------------|--------------------|
| Department:           | Art                |
| Location of Work:     | Online             |
| Application Deadline: | September 25, 2024 |

**OVERVIEW OF TASK/WORK**

Sealaska Heritage Institute (SHI) is seeking an individual to contract as a Teacher Assistant for our Intermediate/Advanced Online Formline Design course. The contract would go from October 2 – December 30 and requires availability from 5:15pm to 7:45pm on Mondays and Wednesdays for the entire 3-month period. The successful applicant will need to be available for planning and coordination needs throughout the duration of the course. The course will have up to 10 students.

**SCOPE OF WORK**

1. Assist the Coordinator and Instructor with various course tasks before, during and after the course.
2. Stay informed by the Coordinator via email and/or phone.
3. Meet with the Instructor and Coordinator prior to the start of class to align expectations of Teacher Assistant role and responsibilities.
4. Plan tech and supply logistics with the Instructor and Coordinator.
5. Support and work with students throughout the course.
6. Discuss progress of implementing the course design.
7. Co-host the Zoom meeting to allow permitted students into the session and assist the instructor with facilitating Zoom operations as needed.
8. Take attendance each session.
9. Call student(s) on the waitlist if a student(s) is absent at the beginning of the first class.
10. State SHI class policies and Online Zoom etiquette at the beginning of the first

class.

11. Remind students to complete and submit UAS student registration forms, liability waivers and post course surveys.

12. Assist the Instructor with implementing the design of Intermediate/Advanced Formline Design.

13. Reflect on teaching techniques and student skill development with the Instructor.

### **REQUIRED SKILLS**

- Effective verbal, written, and interpersonal communication skills.
- Ability to work professionally and respectfully.
- Interest in developing Northwest Coast art mentor skills.

### **PROJECT/CONTRACTOR TIMELINE**

The contract would go from October 2 – December 30 and requires availability from 5:15pm to 7:45pm on Mondays and Wednesdays for the entire 3-month period. The successful applicant will need to be available for planning and coordination needs throughout the duration of the course.

### **NECESSARY KNOWLEDGE & EXPERIENCE**

- A background in Northwest Coast Formline Design and a strong understanding of its key principles.
- Knowledge of the Tlingit, Haida, and Tsimshian arts and culture.

**To Apply:** Submit an interest form at this link: [Contractor Interest Form](#)

For this contract position, please make sure to include the following information in your application: Outline of Contractor's experience as it relates to this work

If you have any questions regarding this contract position, please contact Crystal Cudworth, Art Program Manager - [crystal.cudworth@sealaska.com](mailto:crystal.cudworth@sealaska.com)

