



Community Collaboration Intern (TAI Teaching Artist)

The Teaching Artist internship position begins in late February and ends in late May, 2018. The position is full time (minimum of 35 hours/week).

A Penland internship is unpaid, but offers a unique opportunity to live and work in a dynamic, creative educational community and work with accomplished professionals in a mutual learning and knowledge sharing environment. All housing and meals will be provided at no charge to the intern for the duration of the internship period. The week before and after summer sessions, Penland's dining hall is closed. Interns working during this time will receive a \$75/week food stipend. Class and studio access is not provided. Housing will be assigned when interns are selected. Typically, housing will include a private room and access to kitchen facilities.

Penland will work with applicants seeking educational credit for the internship. Details can be discussed in the interview process.

Summary

This position provides close exposure to the skills and teaching philosophy employed by Penland's Teaching Artist Initiative. This is an assistance position. Work includes materials preparation, classroom setup and maintenance, teaching assistance, and administrative support. Program activities take place in Penland's teaching studio at Ridgeway, and in three partner schools. Hands-on activities include a variety of bookmaking and painting processes, working with over 400 students over the course of the semester.

Responsibilities

Assist Penland's Teaching Artist with the following:

- Materials preparation, including cutting book boards, paper, processing materials orders
- Assistance with hands-on classroom activities and teaching
- Assistance with program documentation, including photography, notetaking, scheduling
- Assistance with classroom preparation, maintenance and cleanup
- Curriculum research, planning and writing
- Other duties relevant to TAI programming

Qualifications

Intern should:

- Have strong interest in education incorporating the arts, and a desire to work closely with an exceptional teaching artist
- Have some teaching experience, or equivalent education
- Have an interest in modeling one's creative process in front of students
- Be self-motivated
- Possess outstanding written and verbal communications
- Possess strong organizational skills
- Have the ability to pay close attention to detail
- Have the ability to successfully manage multiple projects at one time

- Have the ability to work collaboratively in a diverse work environment
- Have an interest in exploring the natural world
- Be comfortable living in a rural environment
- Be diplomatic
- Have Windows, web software experience
- Be flexible with schedule
- Have own transportation, as internship occurs in part in local schools (mileage is reimbursed by Penland)

Physical Demands

This position requires the applicant walk unaided up and down hills and over uneven terrain, bend, stoop, reach above their head, have use of fine and gross motor skills, and work in close quarters. The applicant must have normal visual acuity at near and far distance with correction and hear the spoken word with correction. The applicant must be fluent in English. The position demands frequent exposure to inclement weather. While performing the duties of this job, the applicant is regularly required to sit and to work at a computer. The applicant is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to talk fluently. The applicant must occasionally lift and/or move heavy objects weighing up to 75 pounds.

Compensation

All housing and meals will be provided to the intern for the duration of the internship period. (When the dining hall is not open, a meal stipend of \$75/week will be provided in lieu of prepared meals). Informal studio space in Ridgeway classroom will be available during non-teaching/program hours.

To Apply

The internship will remain open until filled, however the initial review of applications will consist of applications received by October 15, 2017. Send resume and cover letter addressing relevant experience and interest in the internship, personal contact information and email contact information for at least 3 references to Stacey Lane, Penland School of Crafts, PO Box 37 Penland, NC 28765 or staceylane@penland.org

Penland School of Crafts is an international center for craft education offering residential workshops, residencies, community education programs, and exhibitions. Located on 420 acres in the NC mountains, Penland has 16 teaching studios and 57 historic and contemporary buildings. Penland School of Crafts is an equal opportunity employer with a staff of 65. Penland conducts its business with an annual operating budget of \$6 million.