

Fellowship Opportunity

Title: Arts Administration and Teaching Artist Fellow

Position Time Frame: September 1st, 2022- May 31st, 2023

Salary: \$28,800

Benefits: \$50 a month towards tech costs as the fellow will be working from home, specific federal and school holidays off, 1 week of vacation leave

Job description:

The Story Tapestries' Fellowship provides an opportunity for intense hands-on preparation for two Teaching Artists and Arts Administrators to learn both the "in the field" and administrative aspects of earning a living wage as an effective Teaching Artist and Arts Administrator in Montgomery County. The fellowship will provide hands-on experience in both the field work of coordinating programs, raising money for nonprofits, and leading programs as a Teaching Artist, as well as dive deeply into the administrative aspects of the work. The Fellowship aims to build a bridge for two young professionals to access the skills, experience and networks that can support their ability to earn a living wage within the County.

African American, African, Latino/a, Asian, Arab, and Native American (ALAANA) individuals are encouraged to apply.

To apply:

Apply with a cover letter indicating job title and a statement of interest, 1 sample of writing, a current resume, and three pertinent references. Email your application to administrator@storytapestries.org.

Applications open until August 15th, 2022

Responsibilities:

- Learn how to use the organization's software to support a range of administrative functions (ex: Google Workspace, Salesforce, Quickbooks, MailChimp, Canva), and more.
- Support booking and coordinating performances and programs that happen during the school day directly for Story Tapestries and with current partners:
 - Communicate with existing and potential collaborators
 - Set-up program budgets and write contracts
 - Identify and contract with artists
 - Send invoices
 - Schedule program dates
 - Add programs to the appropriate calendars
- Learn the skills of being a master teaching artist
 - Shadow expert teaching artists to learn specific skills
 - Attend planning and evaluation meetings for programs to understand the breadth of the intended programming
 - Document programs in writing and with digital media
 - Serve as a documentary photographer or videographer when necessary
 - Experience the process of being a Lead Teacher

- Over the course of the year, the fellow will have the opportunity to go through the process of
 - I See: Observing Master Teaching Artists
 - We do: Assisting a Master Teaching Artists
 - I do: Leading a lesson and Receiving feedback from a Master Teaching Artist
- Learn the various channels for funding programs which include foundations, individual donors, corporations and program partners
- Acquire contract negotiation skills and applicable language used in writing contracts.
- Cultivate networking strategies that support funding nonprofit programs
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- Support the marketing of Story Tapestries
- Support the evaluation of programs
- Support DEI (Diversity, Equity and Inclusion) oversight for the organization including:
 - Supporting the execution of the Racial Equity Strategic Action Plan
 - Working with teaching artists and staff to update language and design of support materials (print and digital) to be equitable and inclusive
- Collaborate and coordinate work with Volunteers and Interns
- Attend networking meetings and programs to support developing relationships that align with the mission and vision of the organization
- Support our database and use our CRM to manage relationships with donors, clients and vendors

Skills and Requirements:

- 1 year of experience as an artist or educator
- Basic organization and time-management skills
- Self-motivated and self-directed
- Detail-oriented
- Creative problem solver
- Capable of receiving feedback
- Basic computer skills including Microsoft Office suite, Social Media, Adobe
- Competency with Google including Gmail
- Basic - Moderate level oral and written communication skills, including in person, over the phone and via digital mediums
- Maintain patience and calmness in stressful situations
- Understand the importance of working in an open, collaborative, multicultural, high-integrity office
- Comfortable working in a remote office environment
- Access to the internet
- Vaccination against COVID-19 is required due to rules set forth by Story Tapestries Program partners; requests for reasonable accommodations will be considered on a case-by-case basis consistent with applicable law and regulations
- Flexibility as it pertains to hours; Story Tapestries does have occasional evening and weekend events (at least once/month) where the organization needs staff support
- Must be able to provide own transportation or be familiar with using public transportation