



<b>Title</b>	Beginning Woodworking Instructor
<b>Department(s)</b>	Wood Studio
<b>Reports to</b>	Wood Studio Manager
<b>FTE</b>	Part-Time, Hourly. Current opening is for 4 hrs/wk, based on Instructor availability. Additional paid prep time for each class. Position starts on a rolling basis. Earliest teaching start date March 1.
<b>Exempt Status</b>	Exempt

Pratt Fine Arts Center is seeking a highly motivated and skilled **Woodworking Instructor** to join its dynamic team.

### **Job summary**

The Beginning Woodworking instructor is responsible for creating engaging curriculum and learning experiences for Pratt students in the Wood Studio. Responsibilities will include teaching Beginning Woodworking classes and occasional special topics classes, such as Intermediate Woodworking, hand tool courses, carving or greenwood working. Must be able to clearly communicate technical information to students, including using stationary tools to mill wood, as well as introduce students to additional tools and processes in the woodshop. Instructors must maintain a safe classroom environment as well as manage and maintain the Wood Studio for students during the duration of the classes and clean and reset the space at the end of each class. This position requires commitment to fostering a universally welcoming and respectful environment centering racial equity as Diversity, Equity, and Inclusion (DEI) is a core value at Pratt. Instructor will be responsible for preparing their own curriculum and supply lists for classes which will be approved by the Wood Studio Manager, as well as procuring wood for classes and coordinating with the Wood Studio Manager about other necessary tools and materials.

Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

### **Required**

- Ability to develop and facilitate engaging courses that incorporate a balance of experiences including demonstration, lecture, discussion, and independent work time.
- Proficiency leading and connecting with students in an intimate class setting of 3 to 8 adults at various skill levels and abilities.
- Strong organizational skills relevant to class preparation and administrative tasks.

- Timely communication in email correspondence, deadlines, turning in waivers, reimbursements, class evaluations, incident reports, etc.
- Competence in working independently to prep class supplies.
- Create class hand-outs and/or informational signage that supports students learning key terms, equipment, process, etc.
- Willingness to help build consistency in the Pratt program by aligning with common maintenance and organizational studio norms.
- Collaborate with other instructors to maintain curriculum consistency across classes.
- Punctuality, respect, and adherence to guidelines for maintaining shared studio and storage spaces.
- Ability to stay current on and share opportunities for students such as Studio Access and scholarship opportunities.
- Share Pratt's broader mission with students: touring through all the studios, highlighting the contribution of namesake Edwin T. Pratt, uplifting racial equity core values, and other supplied talking points as provided.
- Adherence to Pratt policies and Studio procedures.

### **Desired**

- Prior experience teaching woodworking classes and workshops
- Broad knowledge of woodworking topics, trends, processes, and skills
- Ability to create curriculum for classes in the wood studio that teach skills and techniques and engage with contemporary currents in wood craft
- Engagement in the wider woodworking or creative communities
- Familiarity with the Central District, local arts organizations, or related institutions

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Compensation**

\$ 36/hr, instructors are hired as employees, and Pratt pays the employer's share of employment taxes. Compensation includes in-kind benefits in the form of accrued sick time, Pratt annual membership at the Collaborator level, limited studio access during the weeks the class is held, and, for instructors who teach more than 60 hours in a year, credit towards classes. These benefits are non-transferable.

### **Application Requirements**

Please send the following to Emmy Smith, Wood Studio Manager at [esmith@pratt.org](mailto:esmith@pratt.org):

- Cover letter detailing your interest, qualifications, and relevant experience with woodworking, DEI (diversity, equity, and inclusion) initiatives or experience working with communities of color
- Resume

- Three (3) embedded images of your work in wood
- Two (2) professional references

**Application Deadline**

Open until filled.

Questions: Contact Emmy Smith, *Wood Studio Manager*, [esmith@pratt.org](mailto:esmith@pratt.org)

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous, & People of Color (BIPoC) are encouraged to apply.*