

**Flint Institute of Arts**  
**Drawing and Painting Instructor/Department Coordinator**  
**Full-Time**

**Job Description**

**Title:** Art School Instructor

**Department:** Art School

**Reports to:** Director of Art School

**Job Summary**

Full-time, Exempt

This position is responsible for anchoring the Art School's painting and drawing programs by developing and instructing a variety of 2-D courses for adults and teens, developing studio art curricula, overseeing physical studio spaces, and conducting outreach and student development programs.

**Summary of essential job responsibilities**

- Develop and teach non-credit drawing, painting, and other 2-D courses to students ages 13 and up.
- Partner with the Director of the Art School to develop and plan progressive studio art curricula to encourage student development and retention.
- Ensure the Art School's 2-D studios are clean, stocked, and properly set up for courses.
- Provide feedback to students and parents and recommend next steps in their artistic development
- Partner with the Director of the Art School to evolve and coordinate the Art School's successful Pre-College Portfolio Development Program.
- Communicate in a positive and consistent way with colleagues, students, and FIA visitors
- Demonstrate a commitment to the FIA's mission and values.
- Other duties as assigned

**Minimum skills and qualifications**

- Bachelor's degree in Studio Art or equivalent. MFA preferred.
- Active working and exhibiting artist
- Ability to work with students with a wide range of skills and backgrounds
- Demonstrated teaching ability
- Strong written and oral communication skills
- Valid driver's license

**Minimum abilities required**

- Must be able to physically manage studios including lifting items weighing 20 pounds and moving studio furniture for various set-ups.

**Benefits include**

- Paid vacation and sick days
- Inclusion in the FIA's health insurance plan (co-pay of premium applies)
- Use of FIA studios for personal work when appropriate

### **Schedule**

- 40 hours per week, will include evenings and weekends

### **Compensation**

From \$40,00 per year, commensurate with education and experience

### **About the FIA**

The Flint Institute of Arts is the second largest art museum in Michigan and one of the largest museum-connected community art schools in the United States. Each year, the museum serves more than 160,000 people, through its exhibitions, events, and programs.

### **About the FIA Art School**

The FIA Art School is dedicated to the enrichment of the community through individual academic exposure to the visual arts. Highly qualified faculty offer instruction in drawing, painting, glass arts, weaving, photography, animation, ceramics, sculpture, college portfolio development, and early childhood art courses. Since 1928, the Art School has helped students develop a wide range of artistic goals and skill levels. Programs are designed to support the mission of the FIA with dynamic curricula that engages students and the community through creative processes, studio experiences, and gallery exhibitions.

### **To Apply**

Mail or email cover letter, resume, samples of personal and student artwork, three sample course proposals, and list of 3 references to:

### **Art School Drawing and Painting Instructor Search**

Flint Institute of Arts  
1120 E. Kearsley St.  
Flint, MI 48503  
[arted@flintarts.org](mailto:arted@flintarts.org)

NO PHONE CALLS, PLEASE.

Disclaimer The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Revised 2020.