

# Lead Instructor Job Description

## Total Arts Day Camp, Summer 2025

Session #1 June 9 - 13      Session #4 July 14 - 18  
Session #2 June 16 - 20      Session #5 July 21 - 25  
Session #3 June 23 - 27      Session #6 July 28 - Aug. 1

**8:45 am - 3:30 pm weekdays**



*TADC Instructor and students, Summer 2024*

*Looking for a creative, fun, summer employment opportunity? Help shape the future artists of SE Minnesota as part of Rochester Art Center's Total Arts Day Camp team!*

### **Total Arts Day Camp (TADC) Lead Instructor**

Primary focus: Lead classroom of 16 art-loving students, ages 6-8 years old.

### **Position Overview**

TADC Lead Instructors oversee the classroom and lead art activities for Rochester Art Center's summer program for grades K - 6. This position works with museum staff to develop art-based lessons and coordinate daily camp operations, including supply inventory, weekly scheduling, camper safety and discipline, classroom organization, and other duties in coordination with the museum programming staff. Instructors will be assisted by college interns and volunteers.

**TADC Lead Instructors will be hired as temporary museum employees at \$20/hour.**

Lead Instructors are expected to be available for all 6 weeks of camp, as well as pre- and post-camp planning and debriefing meetings.

**Essential Duties + Responsibilities**

- Teach, coordinate and organize daily activities of Total Arts Day Camp. Assure quality programming and appropriate scheduling in collaboration with the Education and Program Specialist.
- Constructively and effectively guide college interns, volunteers and students through a range of experiences (handle the ups and downs of life as a lead art instructor). Participate in all pre- and post-camp staff meetings and training.
- Maintain motivation, direction and enthusiasm to guide all of the staff in a successful summer experience. Manage time effectively.
- Keep museum staff informed of all positive or negative comments regarding the program, staff, volunteers, children, parents, general public, and/or facilities.
- Follow and enforce all Rochester Art Center and Mayo Civic Center procedures and regulations. Reflect Rochester Art Center in a positive light.
- Perform additional duties assigned to insure the success of the program.

**Qualifications / Desired Skills**

- BFA preferred. Experience will be considered.
- Knowledge of contemporary art and art processes.
- Ability to organize, plan and execute classroom projects with elementary-aged students.
- Ability to communicate effectively both orally and in writing.
- Previous curriculum development or studio art experience in a variety of media, and management/supervisory experience required.
- Must have a positive attitude.
- Ability to lift and move program materials (not to exceed 20 lbs unassisted).
- Ability to walk various distances and keep energy high.

Candidates of diverse backgrounds are strongly encouraged to apply.

**About Total Arts Day Camp**

Total Arts Day Camp is Rochester Art Center’s longest running and most robust education program for young children. This program provides children the opportunity to experience creativity, innovation, and the joy of art making in a welcoming studio environment. Local artist and luminary, Judy Onofrio established summer art camps in 1971 as an immersive contemporary art experience for students grades K – 6. The program continues to be a unique and memorable opportunity for young artists to explore transformative educational possibilities in a variety of artistic mediums. This is a terrific opportunity for all young people to engage with contemporary art—as shared and taught by the region’s most talented professional artists!

[TADC 2025](#)

**Immediate Supervisor:** Program Director, Rochester Art Center

**Application Instructions**

Applications will be accepted until positions are filled. Interested individuals should send a cover letter indicating position of interest, and a resume to:

[crobinsoncannon@rochesterartcenter.org](mailto:crobinsoncannon@rochesterartcenter.org)

OR

Carrie Robinson-Cannon

Program Director

Rochester Art Center

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