



Job Title: Teaching Artist Assistant

Organization: Rainey Institute

Location: Cleveland, OH (Hough Campus & Pivot Center Campus)

Reports To: Department Program Manager

Position Type: Hourly, Non-exempt

Pay: \$18/hr.

About the Rainey Institute

Founded in 1904, the mission of the Rainey Institute is to develop positive growth for Greater Cleveland's youth through education and engagement in the visual and performing arts. Our vision is that the arts change lives by enabling youth to imagine and create a future in which they are positive contributing citizens. We are a historic arts organization, with a stellar tenure of serving youth, seeking to expand and enhance our programming team with creative, high energy, and engaging Teaching Artist Assistants in Music, Dance, Drama, and Visual Art.

Position Summary

The Teaching Artist Assistant is responsible for supporting the Program Manager and/or Teaching Artist in providing daily instruction in group settings for our student artists, in grades K-8. The teaching artist assistant will work closely with the department staff to plan and facilitate daily lessons that support and advance the short- and long-term goals of the class and program, and that help to encourage and inspire student artists on the path of visual, performing, and culinary arts and personal growth.

Program Assistance Responsibilities:

- Establish a safe environment for students; manage classroom environments and empower student growth.
- Encourage positive student behavior and progress, ensuring adherence to the Rainey Norms.
- Experience as a performing or visual artist a plus.
- Assist in the execution of lesson plans that:
- Establish routine and reinforce fundamental skills.
- Encourage peer-teaching.
- Maintain excellent classroom management.
- Appropriately challenge the individual student and the group as a whole
- Assist in the preparation for activities as directed by the teaching artist.
- Assist in setting and maintaining high standards for students' behavior by enforcing the Rainey norms and student conduct policy.
- Assist in facilitating activities during pre-class time and monitoring mealtimes.

Qualifications & Requirements

- **Education & Experience:** Two or more years of training, performing, or experience in the visual, performing, or culinary arts. Candidates can be in pursuit of a high school diploma with relevant experience, or a degree in arts administration, education, child psychology, art therapy, or a related field.
- **Experience with basic business software:** Familiar with email platforms (Gmail, Outlook, etc.), check in systems, messaging apps (WhatsApp, Message, etc.) and office information systems (Microsoft Word/Google Doc, Excel/Google Sheets, and Power Point/Presentation).
- Willingness to learn the **State of Ohio Department of Education & Workforce Development Fine Arts Standards** and model curriculum.
- **Discipline Knowledge:** Demonstrated familiarity with one of Rainey's arts disciplines (music, dance, drama/theater, visual art, or culinary).
- **Youth Engagement/Mentoring/Coaching:** Prior experience working with children ages 5 to 14 in a structured setting (class, camp, faith groups, field trips, etc.). Ability to work through behavioral challenges and utilize redirection; use judgement to know when to refer a student to Program Management and Operations Team for support and enforcement of student conduct policies.
- **Community Focus:** Strong cultural competence and experience working directly with urban youth and diverse community stakeholders.
- **Communication:** Exceptional verbal, written, and relational skills to effectively engage students.
- **Respectful, kind, and considerate** when engaging with students, families, and staff.

PHYSICAL REQUIREMENTS

- Ability to sit/stand for extended periods and work at a computer station.
- Ability to see, read, and interpret documents, both on paper and on a screen.
- Ability to hear and speak clearly to communicate effectively.
- Ability to understand, remember, and follow written and verbal instructions.
- Occasional lifting of lightweight office supplies or materials (up to 10 lbs.).

TRAVEL REQUIRED

- Occasional travel required to meetings, workshops, events, and sites.

How to Apply

Interested applicants should **submit a cover letter and a resume to the Arts Education Department via email at artseducation@raineyinstitute.org**. Please include **"Teaching Artist Assistant – YOUR ART DISCIPLINE OF CHOICE"** in the subject line. Clarify whether you are interested in music, dance, drama/theater, culinary, or visual art.

The deadline to apply is August 22, 2026.