



Since 1996, Interact's mission to create art that challenges perceptions of disability has redefined who is included in creating the artistic vocabulary. Our entourage of 100+ actors and visual artists with disabilities creates all original work, sustains rigorous professional standards, and explores ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of radical inclusion dissolves concepts of who "can" or "cannot," blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. <http://www.interactcenter.org>

## **Interact Position Description**

**Position:** **Performing Arts and Visual Arts on call substitute staff and**  
○ **Receptionist/Transportation on call substitute staff.**

- ❖ **Reports To: Department Manager**
- ❖ **Status: On call; 9:00 AM – 4:00 PM M-F. Occasional early arrival in mornings and evening/weekend hours.**  
**\*NOTE\* The nature of this position is on call, there is no minimum guarantee of hours**
- ❖ **Hourly rate: \$17.00**
- ❖ **Involvement with clients: Fulfill all duties as direct support professional.**
- ❖ **COVID Precautions: Interact requires proof of vaccination and booster shots and that all persons wear appropriate masking while in the center.**

### **Position Description:**

- ❖ Interact Center has the need for substitute instructors in both or Performing Arts and Visual Arts departments, along with front desk substitute staff.
- ❖ These positions are on call as needed. Many times, we can schedule substitutes ahead of the day needed, but there will times when substitutes are called on the morning of the day of work. Staff in this position need flexible schedules.
- ❖ The Substitute Instructor positions may be either in-person or virtual. The front desk substitute is in-person.
- ❖ Candidates may be qualified to serve in all three areas.
  
- ❖ **In Visual Arts**, this position serves primarily as an art instructor substitute instructor for an estimated 60 artists enrolled in the Interact Visual Arts program, Ideally candidates should have some experience in client care for a vulnerable population. This position is expected to have some administrative acumen to plan and communicate efficiently. We prioritize candidates that have an active personal arts practice, as this best upholds Interact's organizational values.
- ❖ **In Performing Arts**, this position serves primarily as a theatre instructor for an estimated 35 artists enrolled in the Interact Performing Arts program. This position is expected to have some administrative acumen Microsoft Office, Google Drive, Zoom/online meeting platforms - to plan and communicate efficiently. We prioritize candidates that have an active personal arts practice, as this best upholds Interact's organizational values.
- ❖ **The Receptionist/Transportation substitute-** This position serves primarily as a receptionist, transportation coordinator, attendance monitor and administrative support. You will be in regular contact with an estimated 100 artists and actors enrolled in the Interact Visual and Performing Arts programs. This is a vulnerable population and PRIMARY DUTY is to be PRESENT during hours scheduled. The center MUST BE OPENED by 8:00AM.



**Key responsibilities for Instructors:**

- Respond to calls via e-mail and text to cover the artist area for a core instructor as needed both planned and on an on-call basis for both short term (daily) and long-term coverage. On call contact from instructors to substitutes occurs between 7:00 AM and 9:00 PM.
- Participate in all required social services and state licensing training; follow all policies and procedures to ensure clients are always in a safe and supportive environment.
- Candidates must be willing to assist clients with personal needs, including toileting, if required.
- Maintain communication log for absent instructor concerning work progress, artist goals, and artist client concerns.
- Proactively plan, organize, facilitate, and actively participate in day-to-day artistic programming with team of other department staff artists; attend weekly/staff meetings; develop, teach, and participate in workshops; or Zoom/online meeting platform break-out sessions as needed.
- Demonstrate oral and written communication skills with colleagues, artists, families, health professionals, community agencies, and units of government.
- Ability to work with people from diverse racial, ethnic, and economic backgrounds.
- Other duties as assigned.

**Key responsibilities for Receptionist:**

- Open the Center by 8:00 am to ensure all Artists have safe access to building when they arrive.
- Log in morning and afternoon attendance as Artists arrive and leave the center. This is key to our ability to bill for services.
- Answer all incoming calls and emails and route to appropriate staff as needed.
- Communicate with Transportation Vendors as needed to communicate changes and adjustments or assure rides are in place as requested.
- Engage with artists while maintaining professional boundaries.
- Participate in all required social services and state licensing training; follow all policies and procedures to ensure clients are always in a safe and supportive environment.
- Close reception area at the end of the day.
- Other duties as assigned.

**Qualifications:**

- For Instructors, demonstrated experience in developing, teaching and evaluating workshops/classes in the arts and arts instruction required.
- For receptionist, previous front desk experience is required.
- Ability to work collaboratively as a part of a team environment; strong interpersonal skills required.
- Experience in the social services or disability community highly preferred; knowledge of ASL a plus.
- Candidates of diverse backgrounds are strongly encouraged to apply.
- All candidates must pass a background check prior to hiring.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Demonstrate communication skills (oral and written) with artists, families, health professionals, community agencies, and units of government. Demonstrated ability to work with people from diverse racial, ethnic, and economic backgrounds.

**TO APPLY:** Please send a letter of interest, including which department you interested in working in ( it can be all three), your resume, and 3 professional references to [operations@interactcenter.com](mailto:operations@interactcenter.com). Applications without these 3 requirements will not be considered. No phone calls, please. We are looking to hire as soon as possible.