



MISSION WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): CREATIVE ARTS STAFF (ART, MUSIC, AND/OR DANCE)	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Associate Executive Director of Programs	
Tasks also assigned by: Director of Youth and Children Programs, Executive Director	
Immediate Subordinates: Volunteers	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created:
	Date Last Revised: 6/02/22
Hours Per week: Part-time. Art – 8hrs/wk, and/or Music – 8hrs/wk, Dance – 8hrs/wk. More than one person may be hired to fill the hours.	
General Summary: To teach the arts in the area of Art, Music, and/or Dance as a part of the Afterschool Programs for Children and Youth here at Mission Waco, and potentially with adult program participants (Manna House – men’s residential recovery, and My Brother’s Keeper – emergency shelter for adults). Work together to provide the Creative Arts Showcase at the end of each semester. And possibly provide Creative Arts Camp during the Summer.	
Critical Functions and Responsibilities	
1. Recruit students from the Children and Youth Programs to learn art, music, and/or dance for your perspective field. Collaborate with other staff (theatre, art, music, and dance) for performances, summer camps, and productions.	
2. Potentially supervise or work with volunteers and interns who may be assisting with classes.	
3. Promote and oversee art, music, and/or dance for Mission Waco Youth and Children Programs, and potentially the lower-income population of the Waco Community.	
4. Maintain cleanliness and safety of facilities used for Creative Arts.	
Additional Functions and Responsibilities	
1. Work with supervising staff to develop and oversee budget, and help seek funding sources for your perspective field.	
2. Attend Creative Arts Staff meetings, and collaborate with other staff as requested by Assoc. Exec. Dir. and Exec. Dir.	
3. Participate and engage with Giant Worldwide leadership and communication development curriculum as directed.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

Requirements/Preferences	
Minimum skills and knowledge required: 1. 1 year experience in art, music, and/or dance.	Skills and knowledge preferred: 1. 3-5 years of experience in art, music, and/or dance.
Minimum previous experience required: 1 year of performing or training in art, music, and/or dance.	Previous experience preferred: 3-5 years of performing or training in art, music, and/or dance.
Minimum education required: High School Diploma or GED.	Education preferred: Bachelor's Degree or certification in skilled art, music, and/or dance.
Minimum communication skills required: 1. Must have interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represent Mission Waco's values with all program participants.	Communication skills preferred: 1. Have excellent ability to communicate.
Behavioral, emotional, mental requirements: 1. Must be able to work well with children and youth. 2. Must be a strategic thinker. 3. Must be a mature Christ-follower.	
Other requirements: Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	

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