



## INSTRUCTOR POSITION DESCRIPTION

### Program Background

The Education Center for the Entertainment Arts, a program of the Hollywood Entertainment Museum, utilizes the power of media to engage, teach and inspire youth. Our after school programs provide entertainment industry-related education to youth and introduce a variety of disciplines available on the front line and behind the scenes, which are transferable to any career. Youth are also taught the essence of leadership, teamwork, creativity, and responsibility.

### General Position Overview

Our instructors provide entertainment arts education courses in 10-week sessions in their particular field of study to teens in community day schools, high schools, probation camps and other locations throughout Los Angeles County. As an industry professional, instructors also serve as role models and give youth the motivation and empowerment to pursue post secondary education and/or a promising career. Courses include Acting, Animation, Art, Graphic Design, Music Production, Photography, Screenwriting, Video Production, and Video Editing.

## CURRENT OPENINGS

Camp Afflerbaugh (Probation Camp), La Verne—Screenwriting, Acting or Video Production  
Long Beach Community Day School—Art or Animation, Screenwriting or Acting  
Pasadena Community Day School – Art or Animation, Graphic Design, Photography, Special Effects Make-Up  
HR Moore School, South LA - Art or Animation, Graphic Design, Photography, Special Effects Make-Up

### Specific Responsibilities

- Create a syllabus for a 10 week course
- Attend monthly instructor meetings
- Maintain student paper work and daily attendance
- Create an exciting and educational class

### Time Commitment

- 2-4 days per week for 2 hours per day. Instructors generally work 4-8 hours per week.
- Must commit to at least 10 consecutive weeks
- Classes are typically held after school for two hours

### Necessary Skills

- Ability to be timely and organized
- Professional, reliable and dedicated
- Dynamic and engaging teaching style
- Respect for youth, willingness to listen with patience, and an open mind

### Minimum Qualifications

- Minimum of 2 years experience working with and teaching youth and teens who are at-risk
- Minimum of 2 years experience working in education, arts, entertainment or related field
- Have a passion for enriching the lives of youth
- Strong communication skills, computer literate and proficient with current industry software for specific course
- Bachelor's degree in related course preferred
- Pass a Fingerprint and TB Test

### Compensation

Up to \$25 per instructional hour based on experience

### For More Information

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Send resume to: [mruncie@hollywoodmuseum.com](mailto:mruncie@hollywoodmuseum.com)