

## JOIN OUR TEAM - INSTRUCTORS

Thank you for your interest in teaching at the Middletown Arts Center! We are proud of our staff and welcome experienced, enthusiastic, and motivated individuals who work well with others to become part of our team.

## About Us

The Middletown Arts Center (MAC) is an award-winning, state-of-the-art, 23,000 square foot facility dedicated to bringing quality arts programming to the community. The MAC offers fun and enriching programs and entertainment for all ages and abilities. In addition to a beautiful theater and art gallery, the building boasts several classrooms, a dance studio and media lab. The MAC is a township-owned building that is operated by the non-profit, 501c3 organization, the Middletown Township Cultural and Arts Council (MTCAC). The needs of the community drive our program planning. Our mission is to enhance the quality of life of all area residents by supporting and promoting the arts throughout our large and diverse area. The non-profit is the employer of all instructors at the Middletown Arts Center. As an instructor, you would be employed by the MTCAC, not the Township of Middletown.

## **Teaching and Program Opportunities**

The Middletown Arts Center is always looking for new and innovative arts programming. Instructors may apply at any time throughout the year. There are no specific parameters for any proposed class or program since our offerings vary in length (monthly, six, eight, ten or twelve week sessions.) One-day and weekend workshops are also offered. Classes and workshops may be offered Monday through Friday from 8:30 am until 10:00 pm, Saturdays from 8:30 am until 4:30 pm and on Sundays with hours varying according to event schedules. Pay rates vary according to experience and program costs and are negotiable. Instructors are asked to sign an agreement for a specific term (usually coinciding with the term of the class or program) and agreements will be renewed throughout the year if both parties are in agreement. All instructors are part-time and no benefits are available at this time. Registration requirements also vary from program to program. Scheduled classes and programs may be cancelled due to insufficient registration. Renegotiation of terms and fees are sometimes possible in order to support the launch of a new program.

In addition to our search for new programming, the Middletown Arts Center also has a number of existing programs and programs that are in the planning stages for which we need instructors with specific skills If you are not proposing a specific program, but would like to be considered for an open position, please apply! A cover letter and resume are all that are needed to apply.

## **Application Process**

Prospective instructors must submit their resume along with a cover letter. If interested in proposing a specific program, applicants are encouraged to also <u>submit a proposal form</u>. Individuals hired will be asked to agree to a background check and will be required to be fingerprinted. Additional new hire paperwork will also be required. Applications will only be accepted electronically at <u>artscenter@middletownnj.org</u>.