

## **2022 To read before you apply**

### **The Putney School Summer Arts Job Opportunities**

#### *A Transformative Experience*

Adolescents are able to be themselves at Putney. This is a transformative experience for students as they explore who they are at this very impressionable stage of their life. At Putney, our job is to create the time and space for a community to form together with students as they pursue their creative work in the studios and on the farm.

If you are committed to this idea and have an important contribution to make as a facilitator and leader for students, please read on.

For 2022, we are seeking staff who we believe will best fully embrace this opportunity to have a potentially life-long influence on any number of the 120 students selected for the program and on their trajectory and choices that will be inspired by their time at Putney.

As a program, we are committed to being deliberate in our engagement with students and considerate in our work with one another. Our job is to engage with students every day. This can be exhausting. If you do not love working with teenagers and get energy from the experience, you should not apply to any of these jobs.

Through each employee's daily engagement with students, being curious about student interests, and supporting student exploration, we will have done our job.

We are in a beautiful place to do this wonderful and sometimes challenging work. We're surrounded by fields and woods, with plenty of room for outdoor activities, hiking and camping in the woods, for staff and students, in addition to being in studios. There are plenty of places for students to find quiet spaces to read, write, paint, or otherwise simply be in nature. Part of the glory of the summer at Putney is the night sky with few glaring lights to interrupt your view of the stars. We encourage everyone to bring a flashlight.

Dormitories, studios, the library and dining hall, some of which are converted from old farm buildings, are more or less within sight of one another, sometimes through the trees, and an easy walk between buildings, up, down, or across this hilltop. This is also a working farm with many calves born in July, a wonder that attracts many.

#### *A Summer Offline*

An aspect of Putney that makes this summer community unique is that students commit to working offline. We ask as part of your job that you do that as well. The campus is wired for the

internet but summer staff are expected not to use any personal internet connecting devices outside the privacy of their own room while working at Putney. We ask all candidates to consider what this might mean to your individual personal routines, practices, and habits before you apply to work at Putney. On arrival, all students turn in their phones and all internet connected devices that they have brought to campus.

We need full buy-in with this expectation and seek individuals who will practice and support students by all of us not having our internet connecting devices in circulation. This means staff must keep any personal internet connecting devices in their living quarters.

Upon arrival, day to day routine work related communication is face to face throughout our many daily interactions, and via printed schedules, handbooks, and using a landline. We expect strict adherence to this policy and encourage summertime employees to use their time at Putney as an opportunity to experiment with reduced or altogether without the use of internet connecting devices.

### **Minimum age for all positions is 21.**

We look forward each summer to the diverse group of students, staff, and teachers that come to live and work together at The Putney School. Ever evolving structures over the course of the past 35 years positions us well to respond to student and staff needs, designing programming anew each year as we seek to inspire young people and to develop our capacity as adults to better understand adolescents and to work together each day with enthusiasm and energy. The job of teachers, dorm heads, and program leaders is to commit to being present and supportive of adolescents within the scope of our expertise.

#### *Workshop Teachers*

For a teacher, working effectively with teenagers means knowing your medium, having experience teaching, having a foundation in pedagogy appropriate to this age group, and being willing to further develop your skills as a teacher working with teenagers. The program is designed to develop student skills and to support student creative exploration as students work more independently over the course of the four weeks.

Another large piece of the teacher's role is to be engaged in the community. Students who come to know their teachers outside of the workshops speak of this as being one of the highlights of their summer. The many ways teachers can serve as role models and good citizens of this community is part of what makes Putney special. In addition to teaching either a morning workshop from 9-11:45am, an afternoon workshop from 1:45-4:15pm or both, meaningful engagement with students outside of workshops is an essential part of each teacher's job.

Workshops meet Monday through Friday for four weeks, with open studio and final presentations on the final Friday of the fourth week. We generally enroll between 5 to 12 students per workshop. When students do not enroll for any particular workshop or tuition is not paid, we are obliged to cancel any under-enrolled workshop and notify teachers that the workshop will not run.

Once hired, each teacher submits their class plan for the four-week workshop and the 20 regular class meetings that they will teach. Teachers are responsible for tracking each student's progress and writing a final narrative report describing each individual's areas of strongest growth and suggestions for areas to investigate further.

### *Dormitory Heads*

A dorm head's job is to create a safe and comfortable home away from home for their students. Dorm heads do a myriad of things throughout the day from waking students up by 7:30am, to seeing to it that all students are in their room and ready to sleep at lights-out at night.

Dorm heads have at least one weekday off, Monday - Friday, in addition to two, three-hour blocks on the other weekdays. Dorm head duties increase on weekends to co-lead a camping trip, lead, direct and supervise community building activities, and participate and lead all kinds of fun special events on campus as well as excursions off-campus.

Dorm heads typical weekday begins by waking students at 7:30am, leading students to the dining hall, eating breakfast together by dorm, and going to 8:30am Sing together, responsible for seeing to it that all of their students are with them at every Sing, Assembly, and community events that gather by dorm group. Dorm heads are responsible for reporting to the Co-Residential Life Coordinator, Associate Director, or Director that all their students are present and if not, proceeding to locate any student not present.

Dorm heads get to know broader groups of students from other dorms by leading mixed groups of students from all dormitories for afternoon activities and for evening activities, a weekend camping trip in the Putney forest, and through their participation leading and engaging in a variety of on- and off-campus activities and events.

The dorm head schedule during the week allows for at least 6 hours each day to take care of themselves and to be sure that they are fully prepared and present with students, on time, and as scheduled.

Through keeping an active eye on the students in their dormitory, dorm heads should come to know their students very well and are often the first to know of any concern that a student may

have. Any concerns that are beyond supporting students in the routine of day to day life at Putney should always be brought forward to the summer office staff, specifically the Co-Residential Life Coordinator, the Associate Director, and/or the Director. Dorm heads are not to engage in triage for other than routine health concerns. Dorm heads must bring any weightier concerns that a student might raise directly to the summer office.

Dorm heads are hired to be on campus prior to student arrival for Putney's seven-day orientation to fully understand the defined scope of their responsibilities and to prepare to work together with all dorm heads and the summer office as a well functioning cohort by the time students arrive.

Each dormitory is staffed with two or more dorm heads. Each dorm head always has a co-dorm head, the Co-Residential Life Coordinator, the Associate Director and/or the Director to turn to with concerns regarding students.

The school's health services provides routine medical care for students. Dorm heads must direct students to health services and/or the summer office with other than routine first aid concerns. This includes any medical or mental health needs that dormheads have not been trained in during Putney's orientation to manage without assistance.

The Putney School is a progressive, independent school on a farm in southeastern Vermont. Founded in 1935 as one of the first co-educational boarding schools in the nation, Putney has always insisted that each employee makes a significant contribution to its overall success, a contribution that should not be limited by the assigned responsibilities and that should reflect the skills and interests of the employee and the myriad needs of the school. This job posting is designed to outline primary duties, qualifications, and job scope, but to limit neither the employee nor the organization to the work identified. It is our expectation that each employee will offer service wherever and whenever necessary to ensure the wellbeing of students and the school as a whole. All employees are expected to align their efforts with the school's focus on diversity, equity, inclusion, and justice work and to demonstrate a personal commitment to continue to grow in these critical areas.