



## Summer Arts

The Putney School is a secondary boarding school in rural Vermont and a leader in progressive education. The arts are prominent at The Putney School and have played a significant role in the history and tradition of the school. Everything we do here is part of the curriculum and a diverse faculty and staff are crucial to the success and continued relevance of our community. It is our expectation that each employee will offer their services as necessary to ensure the success of our endeavors and will have the well-being of the school as a whole and of each individual student in mind at all times.

Seasonal summer positions available for 2021 include administrative, teaching, and dormitory head/apprentice teacher positions for our in-person programs in Vermont. Teaching positions for the year-round, including summer, online series of workshops for teens, and the online series of workshops for adults, are also available. All positions are responsible for sustaining the vision and direction of the programs. Successful candidates will have experience teaching or working administratively in leadership roles and will possess a high level of knowledge of educational approaches and ability in specific workshop areas or in a leadership capacity. Candidates for the high school programs should be experienced with the high school age group and have a broad understanding of adolescent development. Candidates for the adult workshops are generally practicing artists or writers with strong teaching experience. Experience working in a residential school environment is a plus for our in-person programs. All candidates should expect to participate fully in the life of the summer programs.

### **Responsibilities of seasonal summer in-person administrators include:**

- Contribute to the design of the framework within which the summer community is formed, manage all logistical parts of the program, serve in supportive dean like roles for students and teachers
- Oversee management of dormitories, supervise students, lead apprentice teachers
- Develop and lead community gatherings and events including opportunities for student performances and presentations. Prepare students for special events.
- Organize groups of students, teachers, and apprentice teachers according to a regular schedule of workshops and special events for each day, including evenings and weekends.
- Coordinate and manage student arrival, departure, dormitory and student life, including disciplinary concerns

### **Responsibilities of seasonal summer in-person teachers include:**

- Teach one or two three-hour workshops during the day and an hour and a half activity two evenings a week; inspired use and supervision of open studio time; design and lead opportunities for students to engage in arts related and community

building activities

- Rotating dormitory duty and supervision of students
- Mentor apprentice teachers
- Create opportunities for student performances and presentations, assist students in their preparations
- Develop and supervise community gatherings and events with the opportunity to lead students in regularly scheduled outdoor recreational activities, including camping overnight in the Putney forest
- Adaptable to teaching online a plus

**Responsibilities of seasonal summer in-person co-heads of dormitory/apprentice teachers (min 21yrs of age) include:**

- Live in a dormitory room in a dorm that houses up to 28 students; oversee students when they are not in scheduled activities, create a cohesive sense of community with students in the dormitory and within the broader program
- Assist a lead teacher in one of the primary daytime workshops
- Teach an evening arts or writing activity two evenings each week, assist with open studio time
- Lead students in regularly scheduled outdoor recreational activities, including camping overnight in the Putney forest
- Supervise students in community gatherings and events, support student performances, presentations, and recreational activities

**Responsibilities of seasonal (including summer) teachers of synchronous online workshops for teens or adults include:**

- Teach a series of online classes, generally over the course of 4-6 weeks, meeting with participants one or more times weekly, as scheduled
- Develop a comprehensive class plan with clear objectives, progression of lessons, and materials list; set up the Putney google classroom and zoom meeting; take attendance; remain engaged and present on zoom for the entire scheduled class time; create opportunities for participants to share work among themselves as well as with participants from other Putney workshops; maintain regular communication with the director of summer arts, including timely communication of any absences, concerns about participants, and for support

**Responsibilities of summer in-person teachers for the adult workshops include:**

- Teach one six-hour workshop during the day; studio open 24/7

- Engage in focused program-wide gatherings; presentation of work end of session

**The Putney School adheres to the health guidelines put out by the State of Vermont with regard to working in-person during COVID-19.**

Please send your resume, a letter that includes your area of interest, and names of three references to [thowe@putneyschool.org](mailto:thowe@putneyschool.org) All applications will be considered on a rolling basis and will be reviewed until the positions are filled.