

**Total Positions: 35**

<b>POSITIONS NEEDED FOR ADMINISTRATIVE DUTIES</b>	<b># of Positions</b>	<b>Hourly Salary</b>	<b># Hours Monthly</b>	<b># of Months</b>	<b>Total Cost</b>
Administrative Assistant – Main Office	1	\$20	160	4	\$11,032
<b>Sub-Total</b>	<b>1</b>				<b>\$11,032</b>
<b>EMMA DARNELL AVIATION MUSEUM &amp; CONFERENCE CENTER POSITIONS</b>					
Administrative/Program Assistant	1	\$15	20	10	\$3000
After Camp Coordinator	1	\$18	63	1	\$1134
Camp Assistant	4	\$10	140	1	\$5600
Camp Coordinator	1	\$18	140	1	\$2520
Computer Technology Instructor	1	\$15	140	1	\$2100
Dance Instructor	1	\$15	140	1	\$2100
Dance Instructor, Adult	1	\$25	6	7	\$1050
Dance Instructor, Youth	1	\$25	12	7	\$2100
Fiber Arts Instructor	2	\$25	12	7	\$4200
Musical Theatre Instructor	1	\$15	140	1	\$2100
Steam/Technology Instructor	1	\$25	6	7	\$1050
Teen Academy Assistant	1	\$10	105	1	\$1050
Teen Artist Academy Instructor	2	\$15	205	1	\$6150
Visual Arts Instructor	2	\$25	12	7	\$4200
Yoga Instructor	1	\$35	12	7	\$2940
<b>Sub-Total</b>	<b>21</b>				<b>\$41,294</b>

# Fulton County Department of Arts and Culture

## Corporate Temps Proposed Contract Information

WEST END POSITIONS	# of Positions	Hourly Salary	# Hours Monthly	# of Months	Total Cost
Administrative/Program Assistant	1	\$15	86	12	\$15480
Camp Assistant	3	\$10	115	2	\$6900
Camp Coordinator	1	\$18	129	2	\$4644
Camp Theatre Technician (Lighting & Sound)	1	\$15	50	2	\$1500
Dance Instructor	1	\$25	15	9	\$3375
Dance Instructor Artist (Music)	1	\$15	115	3	\$5175
Music Instructor	1	\$15	115	2	\$3450
Musician/African Drummer	1	\$20	15	9	\$2700
Teen Academy Assistant	1	\$10	90	1	\$900
Theatre Instructor	1	\$25	15	9	\$3375
Theater Instructor	1	\$15	115	3	\$5175
<b>Sub-Total</b>	<b>13</b>				<b>\$52,674</b>
<b>GRAND TOTAL</b>	<b>35</b>				<b>\$105,000</b>

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### Job Descriptions

**Administrative Assistants** are needed to help with the day-to-day administrative tasks of the department. Applicants should have good organizational skills, be detail oriented, and familiar with office-related duties. At least one year of Administrative experience required.

**After Camp Coordinators** are needed from 2:30 pm to 6:00 pm to supervise campers and to schedule activities after regular programming concludes each day. Applicants should have experience working with and creating engaging activities for children, be well organized, detail oriented, problem solvers, and adaptable.

**Camp Assistants** are needed to support instructors during class as well as provide supervision of campers before, during, and after camp. Applicants should have experience working with art and children.

**Camp Coordinators** are responsible for day-to-day camp operations, supervising camp staff, resolving minor issues, and helping to maintain an environment that is conducive for learning. Applicants should have experience working with children, be well organized, detail oriented, problem solvers, and adaptable. Management experience preferred.

**Instructors** are needed in Dance, Music, Theatre, and Visual Arts, including Painting, Drawing, Printmaking, Mixed Media, Ceramics, Film, Video, and Yoga. STEAM instructors are needed in programming, science, and technology. Applicants should have formal training in one or more artistic discipline; a Bachelor's Degree in Arts or Humanities or equivalent experience; and at least two years professional teaching experience.

**Instructors (Computer technology)** are needed to teach various computer software, programs, and applications to adults and teens

**Instructors (Fiber Arts)** are needed to instruct the various processes and technics used to create art using textile such as quilting, sewing, crochet/knitting, bead embroidery.

**Instructors (STEAM)** are needed to instruct science, technology, computer coding, aerospace/engineering to youth and teens.

**Instructors (Yoga)** is needed to instruct fitness and wellness through various stretching poses that promote strength and agility in seniors and adults. Must be certified.

**Musicians** are needed to support instructors during classes that require the use of live music as well as provide musician support during live Summer Camp performances. Must be able to read sheet music is required for specific programs, and perform improvisational pieces as needed. Helps students and Music instructor create original songs as needed. Ability to read sheet music and improvisational skills, two years music performance

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experience, and experience working with children.

**Program Assistants** are needed to support administration and instructors during weekly classes as well as preparing class rooms for instruction, providing supplies for instruction and provide supervision of students before, during, and after classes.

**Teen Academy Assistants** are needed to support instructors during class as well as to provide supervision of participants. Applicants should be at least 21 years old, majoring in an area of the arts, and have experience working with youth.

**Teen Artist Academy Instructors** are needed in Creative Writing, Dance, Instrumental Music, Theatre, Voice, Visual Arts, including Painting, Drawing, Printmaking, Mixed Media, and Ceramics, digital media and STEAM. Applicants should have formal training and professional experience in the various discipline they want to teach; a Bachelor's Degree in Arts or Humanities or equivalent experience; and at least two years professional teaching experience.

**Theatre Technicians (Lighting & Sound)** are needed to support programs and events in the Black Box Theatre. Duties include operating the light and sound board during programs and events. Setting up microphones and other equipment. Troubleshooting and resolving sound and lighting issues. Maintaining the Lighting & Sound Room and equipment. Installing Lights and replacing blown bulbs. Operating Video Projection System. At least 2 years of experience as lead technician for Theatrical Productions and events required.