

# assemble

a community space for arts + technology

[assemblepgh.org](http://assemblepgh.org) // 412.661.6111 // 4824 Penn Ave.

**Job Title: Ramp Up Fellow**

**FLSA Status:** Non-Exempt

**Job Status:** Full-time from January 3, 2022, to August 31, 2022

**Hourly Rate:** \$15/hr for 40 hours a week

**Benefits:** Healthcare and 15 Days Paid Time Off

**Deadline to apply:** October 22, 2021

**To Apply:** Interested applicants should submit a resume, 3 references including your most recent supervisor or a past teacher, copies of all required clearances, and a letter of interest to [jobs@assemblepgh.org](mailto:jobs@assemblepgh.org). The deadline for applying is October 22, 2021. If you need assistance with your application or have questions, please email [Nina@assemblepgh.org](mailto:Nina@assemblepgh.org). An application info session and workshop will be held Friday, October 1, 2022, at 11 am. RSVP here: <https://bit.ly/rampupfellowship>

The Legacy Art Project (LAP) is a community-based 501(c)3 with a mission to preserve, promote and create Africana arts to honor the history, heritage and culture of Africa in ways that advance healing and wellness, education, and community empowerment. The LAP centers wellness through Africana arts and is committed to consistently building relationships with youth, families, artists, and community organizations in order to positively impact program participants and the region as a whole. Located in the Homewood neighborhood of Pittsburgh, the LAP serves as a cultural 'grounds-keeper' through facilitating African diasporic exploration locally, nationally, and internationally. For more information about the Legacy Arts Project, please visit our website at: [www.legacyartsproject.org](http://www.legacyartsproject.org).

Assemble is a 501(c)3 nonprofit organization dedicated to fostering learning and creativity. Assemble envisions diverse neighborhoods of empowered people who create, connect, learn, and transform together. We build confidence through making by uniting communities of artists, technologists, makers, and learners both in our space at 4824 Penn Ave and beyond. Our programs focus on creativity through Science, Technology, Engineering, Arts, and Math (STEAM) disciplines and learning opportunities to build valuable 21st-century skills. Our culture of open-ended experimentation celebrates both successes and failures as opportunities to learn, grow, and try again. For more information about Assemble, please see our website at [www.assemblepgh.org](http://www.assemblepgh.org)

**About The Ramp Up Fellowship:**

The Pilot Ramp Up Fellowship is an 8 month-long program for 18-24-year-olds who are looking to become teaching artists in a supportive learning environment. This is a full-time salaried engagement with a commitment of up to 40 hours a week. A partnership between Assemble and Legacy Arts Project, the Ramp Up Fellowship supports up-and-coming teaching artists while they learn and work alongside our program staff. This fellowship prioritizes young adults who identify as BIPOC or LGBTQIA creatives who reside in or grew up in Homewood and Garfield. This collective action will foster the next generation of teaching artists to advance our missions and build opportunities for community-based arts education. The fellows will each receive their own laptops for this program. This is supported by the Arts Equity Reimagined Collective Action Grant. The pilot fellowship will run from January 3, 2022, to August 31, 2022. Post-fellowship support will also be provided as fellows move on to their next steps.

**Fellow Responsibilities:** Ramp Up Fellows will be responsible for attending and fully participating in all provided learning opportunities as well as their program duties as assigned by their host site, either Legacy Arts Project or Assemble. They will work in collaboration with other staff members while also having independent working time. For the pilot Ramp Up Fellowship, there will be a total of four (4) fellows. Fellows are also responsible for completing any evaluation and feedback related to the Fellowship.

**Job Duties and Expectations:**

Throughout the fellowship:

- Clear communication with their managers, coordinators, fellow fellows, and other teaching staff
- Prompt response to email
- Complete all feedback and evaluation forms related to the fellowship
- Comply with employee policies at Legacy Arts Project and Assemble and complete timesheets in a timely manner
- Participates in social distancing, cleaning, and disinfecting protocol set by Legacy Arts Projects and Assemble's Health & Safety Reopening Policies
- Maintains a clean environment and performs any necessary setup and cleanup related to the programs
- Maintains professional interaction with co-workers, makers, artists, students, on-site contacts, parents, and other points of contact necessary to conduct program
- Adapts to unplanned events or unexpected changes quickly and professionally
- Carry out other duties as needed in order to sustain programs and assist co-workers

From January to June:

- 50% - Program Delivery, Preparation, Documentation and Development
  - Writes and/or adapts workshop curriculum
  - Attend and participate in teaching team meetings and ensure ongoing collaboration with the teaching team, clearly communicating any needs and issues at hand with the program managers
  - Manages classroom behavior while promoting a positive and welcoming learning environment
  - Fills out and submits weekly debrief form with teaching team to reflect on and improve program
  - Collects and distributes any necessary permission forms and contact information required for program participants and immediately informs the Programs' Manager of any changes
  - Records and reports student attendance
  - Assist in documenting program activities taking photos, collecting student quotes,
  - Ensures that all evaluation forms are administered to individual students at each workshop or camp, including photo documentation and other qualitative data
- 50% - Professional Development and Learning
  - Attends all professional development and training sessions for Legacy Arts Project and Assemble Staff
  - Attends Fellowship specific meetings and workshops
  - Complete all learning assignments, including projects and readings
  - Present their own learning manifesto at the end of May

From June to August:

- Deliver summer camp programs at their site (Program Delivery, Preparation, Documentation, and Development)
- Continue their learning development as feasible
- Attend all meetings
- Meet with the Ramp Up Coordinator or Manager for assistance in apply to jobs, fellowships, or learning programs as they go on to their next step
- Continue to work on goal setting for life beyond the Ramp Up Fellowship

**Reporting Structure:**

Ramp Up Fellows report to and are evaluated by the Ramp Up Fellowship Manager/Coordinator

**Job Qualifications:**

- Strong desire to learn and share knowledge is required
- Must be interested in becoming an out-of-school time educator, teaching artist, or in-school educator
- Must have valid driver's license, state ID, passport, birth certificate, or Social Security Card for employment
- Must be able to attend in-person and virtual sessions as scheduled on time
- Must have the ability to obtain clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and National Sex Offender Registry Verification
- Competent with Email, Google Drive, and Google Documents
- Excellent and effective written, verbal, and nonverbal communication skills.
- Detail oriented
- Ability to communicate with a range of people from children, teens, parents, peer teachers, managers, and other Out of School provider liaisons
- Ability to work through conflict
- Strong collaboration skills
- Commitment to anti-oppression work
- Attentive to culturally relevant pedagogy and restorative justice methods
- Must be able to adapt to flexible work hours and environment with evolving program priorities
- Must have a GED or High School diploma

Assemble, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble's employees to perform their expected job duties is absolutely not tolerated.