

EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER



Read this packet carefully.
Incomplete applications will not be considered.
After **full** completion, submit to:

Tiffany Moreno
600 River Street
Austin, TX 78701

Questions? email: tiffany.moreno@austintexas.gov

Your completed application should include:

- City of Austin Application
- Current Resume
- Emma S. Barrientos Mexican American Cultural Center (MACC) Skills Assessment and Lesson Plan *(Mail in or drop off at the MACC)*
- Youth & Teen Specialty / Workshop Proposal (if applicable)



EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER

Culture & Arts Education Manager

Herlinda Zamora

Culture & Arts Education Coordinator

Tiffany Moreno

Culture & Arts Education Specialist

Amanda Bulger
Bryana Salcido

Media, Marketing & Special Events Coordinator

Linda Irizarry Crockett

Rentals & Reservations

Nino Miranda

Administrative Staff & Gallery Attendants

Steven Garcia
Kelly Grajeda
Paloma Mayorga
Ulises Garcia-Vela

Building Attendants

Alex DeLaRosa
Francisco Garcia
Daniel Reyes
Matthew Rodriguez
Vicente Rodriguez
Javier Salas

Building & Grounds

Chris Owens
Lizbeth Quintanilla
Hopie Rayos

The Emma S. Barrientos Mexican American Cultural Center (MACC) is owned and operated by the City of Austin, Parks and Recreation Department, Cultural Affairs Division.

MISSION

The Emma S. Barrientos Mexican American Cultural Center (MACC) is dedicated to the preservation, creation, presentation, and promotion of Mexican American cultural arts and heritage in Austin, Texas.

EDUCATION DEPARTMENT GOALS

The Center is a tremendous resource for the community and visitors to learn and participate in classes and programs that will foster a meaningful understanding and appreciation of not only Mexican American but also Native American, Chicano, and other Latino cultures. Our programs and educational curriculum include the areas of visual art, theater, dance, literature, music, and multimedia arts.

HISTORY

The idea of establishing a central location or a cultural facility for Latino artists and the Hispanic community emerged in the early 1970's. Several Hispanic visionaries and artists gathered and approached the City of Austin to request support for the development of a Hispanic-focused cultural arts facility. After years of planning, the MACC officially opened its doors to the public in September 2007.

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations are made on an individual basis to comply with the ADA. If you require accommodations due to a disability, please notify our staff of your request seven business days prior to the beginning of your class at 974-3785.



Emma S. Barrientos Mexican American Cultural Center
600 River Street - Austin, TX 78701 - www.maccaustin.org
P (512) 974-3772 / F (512) 974-3777

Austin Parks and Recreation Department - www.cityofaustin.org/parks

••• ARTS INSTRUCTOR (\$10-\$12)

Basic Duties: Instruct curriculum each day for assigned program. Maintain close supervision of children at all times during program hours, including free time and playground time as well as classroom time. Instruct classes in visual arts or performing arts. Manage student behavior and create & teach lesson plans. Ensure proper sign in/sign out procedure for each child, monitor waiver/release forms and attendance. Relay important information to parents and specialists in a timely fashion. Maintain regular communication with parents about students conduct and performance. Document incidents, injuries and behavioral issues using the Emma S. Barrientos Mexican American Cultural Culture procedures. Maintain a clean and well kept classroom space with organized supplies. Set up and take down classroom decorations and supplies, return all borrowed items to the Emma S. Barrientos Mexican American Cultural Culture by the end of the program (or as specified). Engage directly with children in classroom and on playground. Provide a good example of behavior at all times. Performing arts and visual arts instructors collaborate.

Minimum Qualifications: 18 years or older. College degree in progress or equivalent in Fine Arts, and experience working with youth in a classroom setting. Knowledge of Latino culture.

Desired Experience: BA / BFA in Fine Arts, Performance or Education. Prefer at least six months experience in a related field. Comprehensive knowledge of specific arts area and experience with lesson plans, classroom discipline and management.

••• SUBSTITUTE ARTS INSTRUCTOR (\$10-\$12)

Basic Duties: Step in to assist and/or lead class when a teacher is absent. Assist as needed with classroom management, lesson plans, discipline and supervision of children at all times. Communicate and introduce yourself to parents and school staff as needed. Assist teachers with sign in / sign out procedure and documentation of incidents, injuries or behavioral issues as requested. Engage directly with children in classroom and on playground. Provide a good example of behavior at all times.

Minimum Qualifications: 18 years or older. College degree in progress or equivalent in Fine Arts, experience working with youth. Basic knowledge of and comfort level with visual and/or performing arts. Knowledge of Latino culture.

••• TEACHER AIDE (\$8-\$9)

Basic duties: Plans and leads activities for youth, assists instructors in the classroom, including occasional substituting for instructors. Organizes and distributes art supplies to teachers and supervise student behavior management. Assistant to Program Coordinator and Specialist. Organizes and implements outdoor recreation games with students, instructs arts and crafts activities and devises new games for the students to play. Displays appropriate behavior and is a role model at all times.

Qualifications/Experience: 18 years or older. High school graduate with 1yr. Related experience. Area of expertise wanted but not limited to one of these categories: Visual Arts / Animation / Graphics software knowledge / Theatre Arts. Knowledge of Latino culture.

EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER

Applicant name: _____ Date: _____
(please print)

Phone: _____ Email: _____

Please check all positions that interest you below:

Arts After School

M-F 2:30—6:30pm

On-site after school program with outside time and lessons in performing and visual arts.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide

Youth Workshops (submit proposal - See page 9 & 10)

Ages 5-12, Saturdays 1-4pm

Intensive classes in a variety of media.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide

Teen Workshops (submit proposal- See page 9 & 10)

Ages 13-16, Saturdays 1-4pm

Intensive classes in a variety of media.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide

Youth Spring Break Camp

Ages 5-12, Mid-March, M-F 8:30-5:30pm

All day arts camp program with outside time and lessons in performing and visual arts.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide

Teen Spring Break Camp

Ages 13-16, Mid- March, M-1:30-5:30pm

All day arts camp program with outside time and lessons in performing and visual arts.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide

Youth Summer Camp

Ages 5-12, June-August M-F 8:30-5:30pm

All day arts camp program with outside time and lessons in performing and visual arts.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide

Teen Summer Camp

Ages 13-16, June-August M-F 1:30-5:30pm

All day arts camp program with outside time and lessons in performing and visual arts.

- Arts Instructor
- Substitute Arts Instructor
- Teacher Aide



EMMA S. BARRIENTOS MEXICAN AMERICAN CULTURAL CENTER

Questionnaire continued

CIRCLE YOUR AREA(S) OF EXPERTISE:

- | | | |
|--|---|--|
| <input type="checkbox"/> acting | <input type="checkbox"/> fitness | <input type="checkbox"/> printmaking |
| <input type="checkbox"/> animation | <input type="checkbox"/> improv | <input type="checkbox"/> production work |
| <input type="checkbox"/> art history | <input type="checkbox"/> installation art | <input type="checkbox"/> sculpture |
| <input type="checkbox"/> ceramics | <input type="checkbox"/> jewelry | <input type="checkbox"/> spanish |
| <input type="checkbox"/> cooking | <input type="checkbox"/> literary | <input type="checkbox"/> spoken word |
| <input type="checkbox"/> dance | <input type="checkbox"/> music | <input type="checkbox"/> urban art |
| <input type="checkbox"/> drawing | <input type="checkbox"/> musical theatre | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> environmental art | <input type="checkbox"/> painting | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> fiber arts | <input type="checkbox"/> performance art | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> film | <input type="checkbox"/> photography | |

List all experiences working with children

(some of the jobs can be but are not limited to, camp counselor, babysitting, assistant instructor, instructor, etc.):

| | Position Title | # months worked | Children's age range | # of students in group | Full or part time? |
|----|----------------|-----------------|----------------------|------------------------|--------------------|
| 1. | | | | | F/P |
| 2. | | | | | F/P |
| 3. | | | | | F/P |
| 4. | | | | | F/P |
| 5. | | | | | F/P |

In the event that you are chosen :

| | |
|---|--|
| 1) The City of Austin requires a criminal background check on all applicants. In the event that you are offered a position, are you prepared to authorize this check? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2) Have you lived outside the state of Texas in the last 10 years? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 3) If yes, you will need to be fingerprinted for a state and/or national criminal background check. Are you prepared to authorize this check? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 4) The City of Austin <u>requires a copy of your Social Security Card</u> , do you have one? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 5) Are you fluent in Spanish? | <input type="checkbox"/> yes <input type="checkbox"/> no |

Will you be requesting vacation time during the school year/summer? If so, please list the dates & reason:

How did you hear about us and why do you want to work at the Emma S. Barrientos Mexican American Cultural Center?



Emma S. Barrientos Mexican American Cultural Center
600 River Street - Austin, TX 78701 - www.maccaustin.org
P(512) 974-3772 / F (512) 974-3777

Austin Parks and Recreation Department - www.cityofaustin.org/parks

Lesson Plan Basics

When preparing your lesson, please keep these points in mind:

1. Are you creating a lesson plan for 2 hours, 1 day, or 2 weeks?
2. What is the age group?
3. Are you using appropriate supplies for that age group?
4. How will you get the students excited about the project?

Goals & Objectives

What do you want students to learn or accomplish by the end of the lesson?

How will they do this?

Class supplies

List everything you might need.

Vocabulary

A list of words that are integrated into the project.

Special Classroom arrangements

What do you need in your classroom that is not already there? (TV, VCR, stereo)

Introduction

Write a simple, basic script of what you will say to introduce the project.

Steps/Procedure

List steps in doing the project, break it down by the ½ hour, hour, day or weeks. Make sure your directions are clear and in order.

Conclusion

How will you wrap up and evaluate what they've learned? Art gallery, critique, identify elements or vocabulary words are just a few examples.



LESSON PLAN

Emma S. Barrientos Mexican American Cultural Center

INSTRUCTOR: _____ LESSON: _____

DATE: _____ AGE GROUP: _____ CLASS LENGTH: _____ MEDIUM: _____

CULTURAL CONNECTION:

| | | | |
|--------------------------|-------------------------|------------|--|
| <input type="checkbox"/> | Latino Culture | Which one: | |
| <input type="checkbox"/> | Native American Culture | Which one: | |
| <input type="checkbox"/> | Other: | | |

DESCRIBE HOW YOU WILL INCORPORATE THE SPECIFIED CULTURE WITH YOUR PROGRAM:

GOALS AND OBJECTIVES:

CLASS SUPPLIES:

| | | | |
|--------------------------|-------|--------------------------|-------|
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> | _____ |

VOCABULARY:

SPECIAL CLASSROOM ARRANGEMENTS:



LESSON PLAN

Emma S. Barrientos Mexican American Cultural Center

INTRODUCTION:

STEPS / PROCEDURES:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

7: _____

8: _____

9: _____

10: _____

CONCLUSION / REVIEW:



YOUTH & TEEN SPECIALTY / WORKSHOP PROPOSAL

Emma S. Barrientos Mexican American Cultural Center

Submit only if you checked boxes under Youth & Teen Workshops on page 4

| | | | | | |
|----------------|------------|-------------|----------------|------------|--|
| Name | | | | | |
| Address | | City | | Zip | |
| Phone | Day | | Evening | | |
| Email | | | Website | | |

CURRENT LICENSES, CERTIFICATIONS OR REGISTRATIONS (Please attach current copy) Date Received

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |

Brief Instructor Bio (Please attach current resume)

| |
|--|
| |
| |
| |
| |

| Class Title | Length | Site/Location |
|-------------|--------|---------------|
| | | |

Class Program Description (Be Specific and list materials/equipments participants will use)



YOUTH & TEEN SPECIALTY / WORKSHOP PROPOSAL

Emma S. Barrientos Mexican American Cultural Center

Goals for the Program

| |
|----|
| 1. |
| 2. |
| 3. |

Measurable Class Objectives for the Program

| |
|----|
| 1. |
| 2. |
| 3. |

| Day | Monday <input type="checkbox"/> | Tuesday <input type="checkbox"/> | Wednesday <input type="checkbox"/> | Thursday <input type="checkbox"/> | Friday <input type="checkbox"/> | Saturday <input type="checkbox"/> |
|---|--------------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| Preferred Time | 8am-12 noon <input type="checkbox"/> | 12-4pm <input type="checkbox"/> | 4-10 pm <input type="checkbox"/> | Other: | | |
| Class Length | 1 week <input type="checkbox"/> | 2 weeks <input type="checkbox"/> | 4 weeks <input type="checkbox"/> | Other: | | |
| Minimum # Students | | | Maximum # Students | | | |
| Cost of Outside Materials provided by student | NONE <input type="checkbox"/> | \$10 <input type="checkbox"/> | \$25 <input type="checkbox"/> | \$50 <input type="checkbox"/> | Other: \$ | |

How does this class fit within the mission of the Mexican American Cultural Center?

| |
|--|
| |
| |
| |
| |

I certify that I have made no misrepresentation in this application and I have not withheld information in my statements and answers to questions. I hereby authorize the City of Austin to investigate and verify any representations made by me, either orally or in writing. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my application is subject to the Texas open records law and may be released as a public document. I also understand that this application is the property of the City of Austin and will become a part of my personnel file if I am employed as a contract instructor.

Signature of Applicant: _____

Date: _____

For Staff Use Only:

Review date: _____ Recommend? *Yes*
No

Exhibit Month: _____

Additional Comments:

