

## Job Posting

Application Deadline: May 31, 2021

Contracted Position: Private Event Instructor

### Overview of Perennial:

A 501(c)3 social enterprise, Perennial is a community workshop and store in St. Louis, MO that offers educational programming in creative reuse to diverse populations and sells handmade DIY kits and eco-friendly project supplies. Perennial's mission is to build a creative culture of sustainability in which discarded items are transformed into valued and cherished resources.

### Perennial's Creative Programs

Throughout the year, Perennial offers a wide variety of creative classes and events that teach participants to transform salvaged materials into new and unique items for their lives and homes. This specific position assists with the year-round programs below:

- *Virtual Private Events*: parties hosted via Zoom, in which participants craft featured projects via a kit they have picked up from Perennial.
- *Private Events*: parties at Perennial's workshop where groups of friends, co-workers, and more learn to create small upcycled projects while they celebrate.
- *Private Workshops*: a more traditional class where attendees learn about specific creative reuse projects at Perennial's workshop or at partners' sites (i.e. a library or a school.)

### Summary:

Perennial's Private Event Instructor assists Perennial's program participants in the successful completion of reuse projects and makes learning new creative skills fun and rewarding. The Private Event Instructor works with Perennial's Program Director to execute programs from set-up, to instruction, to clean up while maintaining a safe and inclusive learning environment. The Instructor also serves as the 'face' of Perennial by communicating Perennial's mission and activities to community members at workshops and events.

### Responsibilities:

#### VIRTUAL EVENTS:

- Lead virtual event single-handedly, including signing in 30 minutes before program start, admitting folks from waiting room, tracking attendance against the roster, and teaching an interactive workshop.
- Familiarity using Zoom (multiple cameras, utilizing chat, etc.), with ability to troubleshoot as needed
- Maintaining an upbeat + encouraging attitude, to create a fun and inclusive learning environment

#### IN-PERSON EVENTS:

- Leading OR assisting a workshop, depending on workshop capacity + needs
- Contribute to recordkeeping, helping track attendance and distribute surveys when needed.
- Provide customer service to program participants and visitors, such as checking folks out, answering phone calls, providing an introduction to Perennial, etc.
- Keep Perennial's shop and off-site classrooms organized, clean, and create new systems to aid in this when necessary.

#### Qualifications:

Perennial seeks an energetic, creative, and flexible instructor for this position. Below are an ideal candidate's qualifications. We strongly encourage anyone interested in this position to apply, whether they meet all of these qualifications or just a few.

- 1+ years experience teaching arts-based programs, particularly for adults.
- Experience with a range of creative skills (i.e. sewing, soldering, bookmaking, quilting, textile art, etc.)
- Excellent creative problem solving and critical thinking skills.
- Positive energy + attitude to create a fun environment
- Strong work ethic - willing to dive into projects, learn new things, and go above and beyond.
- Passion for sustainability and knowledge of waste reduction practices.
- Great at multitasking and excited to help people succeed!

#### Work Schedule:

This is a contracted position, and work is based on the needs of Perennial's program calendar. This can be as few as one workshop per month. Ideally, a candidate would have flexibility to work shifts during:

- Weekday evenings
- Weekends

Pay: \$45-\$75 per workshop. Rate varies depending on length of event, number of participants, and duties required.

#### To Apply:

Send cover letter, resume, portfolio link or images, and a list of three references to Tara Morton at [tara@perennialstl.org](mailto:tara@perennialstl.org)