



NORTHWEST  
ACADEMY

## Costume and Makeup Design

Northwest Academy is seeking a Costume and Makeup Design teacher for the 2019-20 school year. Northwest Academy is a progressive, independent middle school and high school located in downtown Portland. We emphasize proficiency-based curriculum and assessment, high expectations, creativity, and student-centered classrooms. We value an inclusive, caring culture that supports and challenges students, that is sensitive to their developmental needs, and that ultimately guides students to celebrate their emerging independence and individual spirit. Teachers have significant independence when it comes to motivating students to meet proficiencies and to get excited about their subjects.

Northwest Academy teachers recognize that participating in a professional community and contributing to the school's wellbeing is an important element of their relationship to our school. As a result, teachers are expected to take active roles in the school's professional and student culture in a variety of ways in addition to their primary teaching.

Position Title: Costume Design Teacher  
Department: Performing Arts  
Reports To: High School Director  
FTE: .2

### POSITION SUMMARY:

The Costume Design Teacher is responsible for teaching high school costume design classes. Classes feature students at all levels, from beginning to more advanced. The Costume Design Teacher is a member of the Performing Arts Department and is expected to participate in the development and activities of the Performing Arts program.

### ESSENTIAL RESPONSIBILITIES:

- Developing and delivering Costume Design curriculum leading students toward mastery of essential skills and techniques;
- Instructing students on the effective, responsible, and safe use of the green room and costume storage areas;
- Maintain safe and clean work and storage spaces;
- Effective and efficient organization and operation of the green room and costume storage area;
- Guiding students to help realize a collective vision of costume design come to fruition in a myriad of productions throughout the year;

## RESPONSIBILITIES:

- Teach classes as assigned, providing effective and professional classroom instruction, assessment, and management;
- Design and implement curriculum and instruction consistent with the philosophy, values, and standards of the Visual Arts program;
- Establish effective communication with students and parents;
- Support the mission, values, program, and goals of Northwest Academy and its respective divisions and programs;
- Help to maintain school policies, regulations, and expectations;
- Develop and maintain professional, collaborative, and collegial relationships;
- Exhibit a growth mindset about best practices and work toward professional goals and development;
- Actively participate in the school culture and community;
- Provide effective supervision of students to promote a safe and healthy environment and school experience.
- Participate in required non-classroom activities, including Back to School Night(s), parent/student conferences, retreats, faculty and department meetings, field trips, special activity and performance days, and
- Timely and professional completion of required reports and forms, including grade reports, student accommodation surveys, permission slips, and letters of recommendation.

## QUALIFICATIONS:

- Earned Bachelor's Degree, or higher, from a regionally accredited institution of higher education—equivalent educational or professional experiences in the arts also will be considered where applicable;
- Expertise and teaching experience in the subject area(s) to be taught;
- Apparel and makeup design and construction experience;
- Knowledge of fashion, hair, and makeup design as related to story and character development, and historical accuracy;
- General knowledge of various makeup applications and sewing techniques;
- Demonstrated passion for and success working with young adolescent and adolescent students;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with administrators, faculty, staff, parents, and students;
- Proficiency in a Mac environment, as well as with Google Drive, Google Docs and Apps, word processing, database, electronic grading software, and other classroom and teaching technologies, including audio/visual equipment;
- The ability to create an effective learning environment and interact effectively with people from different cultures and experiences;
- An awareness about difference and how it can expand teaching practices and student success; and
- An ability to learn from and build on varying cultural and community norms of students and their families.

## PREFERRED QUALIFICATIONS:

- Advanced degrees in the subject area(s) to be taught and/or degrees in education;
- 3+ years of successful teaching experience in middle school and/or high school classrooms;
- Demonstrated success at developing curriculum and educational opportunities for students within and outside of the classroom environment;

## SUPERVISORY RESPONSIBILITIES:

None.

## WORKING CONDITIONS:

This is a teaching position with an academic school year. Teachers are expected to be on-campus or actively involved in the school community during their scheduled classes and for an established percentage of their non-classroom hours. There are some required commitments outside of regular school hours as needed, including evening and weekend commitments, as well as accompanying students on various experiential activities throughout the year.

Northwest Academy staff recognize that participating in a professional community and contributing to the school's wellbeing is an important element of their relationship to our school. As a result, staff members are expected to take active roles in the school's professional and student culture in a variety of ways in addition to their essential responsibilities.

## PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of teachers generally. The school is spread out across five buildings covering multiple blocks in downtown Portland, so teachers may have to move between buildings during five-minute passing periods or to attend meetings around campus. The school does not provide parking for all staff members, so metered street or lot parking might be required.

Interested candidates can find instructions for applying for this position on the Northwest Academy Careers Page.

*Northwest Academy is an equal opportunity employer and is committed to welcoming and celebrating a diverse student and faculty population. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of the school that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's contribution and assistance in helping us maintain equal employment opportunity.*