

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

Paul Del Bosque

Kelly Grajeda

Paloma Mayorga

Ulises Garcia-Vela

Building Attendants

Alex DeLaRosa

Francisco Garcia

Miguel Hinojosa

Daniel Reyes

Matthew Rodriguez

Vicente Rodriguez

Javier Salas

Building & Grounds

Paul Andrade

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

Job Descriptions

••• 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 requires a copy of your Social Security Card, 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**

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

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:





CITY OF AUSTIN
EMPLOYMENT APPLICATION
 Equal Opportunity, Reasonable Accommodation Employer

Mailing Address:
 Tiffany Moreno
 Emma S. Barrientos
 Mexican American Cultural Center
 Austin, Texas 78701

Name: _____ Social Security Number: _____ Date: _____

Address: _____ Home Telephone: _____ Other Number: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

Position Applied For: _____ Requisition Number: _____

Are you a current City of Austin Employee? Yes No If Yes, what department: _____

EDUCATION RECORD (Optional, unless required for the position for which you are now applying.)

A copy of your high school diploma/GED certificate may be required at time of interview.

Did you graduate from high school or receive a GED certificate? yes no

SCHOOL NAME	LOCATION	HOURS EARNED	DIPLOMA, DEGREE OR CERTIFICATE EARNED	MAJOR FIELD OF STUDY
Business/Technical/Vocational		(Clock)		
1.				
2.				
Colleges/Universities		(Semester)		
1.				
2.				
Graduate Schools		(Semester)		
1.				
2.				

LICENSES (Optional, unless required for the position for which you are applying.)

Driver's License – "X" those that apply <input type="checkbox"/> C <input type="checkbox"/> M	For positions which require specific licenses, copies of licenses will be required at the time of interview.
Commercial: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C Endorsements: <input type="checkbox"/> T <input type="checkbox"/> P <input type="checkbox"/> N <input type="checkbox"/> H <input type="checkbox"/> X	List other current licenses, certifications, or registrations required for the position for which you are applying. Indicate types and dates received.
Expiration Date? _____ Number: _____	

SPECIAL SKILLS/LANGUAGES (Optional, unless required for the position for which you are now applying.)

List any special skills you possess and/or equipment or office machines you can operate.

Typing Test Score : _____ WPM	Tested by TWC or City of Austin? _____	Test Date: _____
Languages (Other than English):		
1. <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	2. <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	

OTHER INFORMATION

If you are a City of Austin Employee, what is your employment status: Regular Temporary

If you are not a current City of Austin Employee, have you previously worked for the City? Yes No When? _____

Are you related to any member of the City Council or any person now employed by the City of Austin? Yes No If yes, complete the next line.

Name: _____ Department: _____ Relationship: _____

EMPLOYMENT RECORD

Please list all employment or volunteer experience. Begin with your present or last position and work back. Provide sufficient, qualifying experience. Please explain all periods of unemployment exceeding 90 days. Additional Information Sheets are available if needed. You may attach a resume reflecting your employment history in lieu of completing this portion of the application.

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
Start Date _____	End Date _____	Months in this position: _____	Supervisor's Name: _____
Reason for Leaving: _____			Supervisor's Phone: _____
Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying. _____			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
Start Date _____	End Date _____	Months in this position: _____	Supervisor's Name: _____
Reason for Leaving: _____			Supervisor's Phone: _____
Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying. _____			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
Start Date _____	End Date _____	Months in this position: _____	Supervisor's Name: _____
Reason for Leaving: _____			Supervisor's Phone: _____
Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying. _____			

I understand that if I am hired, it will be at the discretion of the Department Head, subject to the approval of the City Manager, as prescribed in the City Charter. I understand that City employment is "at will" which means that the City has no obligation to continue to employ me in the future. City employees are subject to the City of Austin Ethics and Financial Disclosure Ordinance, Chapter 2-3 of the Code of the City of Austin, 1992, as amended. Copies of the Ordinance are available at the Human Resources Department.

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 hired.

Signature of Applicant: _____ Date: _____



Mailing Address:
Tiffany Moreno
Emma S. Barrientos
Mexican American
Cultural Center
Austin, Texas 78701

**EMPLOYMENT APPLICATION
ADDITIONAL INFORMATION SHEET**

Application Date: _____

Applicant Name: _____ Social Security Number: _____

Position Applied For: _____ Requisition Number: _____

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
Start Date _____	End Date _____	Months in this position: _____	Supervisor's Name: _____
Reason for Leaving: _____			Supervisor's Phone: _____
Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying. _____			

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Full-time <input type="checkbox"/>	Position Title: _____
Employer: _____		Part-time <input type="checkbox"/>	Ending Salary: _____
Address: _____			
City/State: _____			
Start Date _____	End Date _____	Months in this position: _____	Supervisor's Name: _____
Reason for Leaving: _____			Supervisor's Phone: _____
Describe responsibilities and duties you performed or skills you have that are required for the position for which you are applying. _____			

Signature of Applicant: _____ Date: _____



Mailing Address:
 Tiffany Moreno
 Emma S. Barrientos
 Mexican American
 Cultural Center
 Austin, Texas 78701

APPLICANT INFORMATION

EEO Data

Are you a current City of Austin Employee? Yes No

Have you ever applied for a job with the City of Austin? Yes No

The following information is requested for record keeping purposes. The information will not be used for making employment decisions and will be separated from your application.

PERSONAL DATA

Requisition Number	Job Title	Social Security No.	Last Name	First Name	Middle Initial
Address		City	State	Zip Code	Phone Number
E-mail Address:					
Sex <input type="checkbox"/> M – Male <input type="checkbox"/> F - Female	Date of Birth	Ethnic Origin <input type="checkbox"/> 1-White <input type="checkbox"/> 2- Black <input type="checkbox"/> 3 – Hispanic <input type="checkbox"/> 4 – Asian/Islander <input type="checkbox"/> 5-Other			
How did you find out about this job? <input type="checkbox"/> 01 – City of Austin Web Page <input type="checkbox"/> 05 – Austin Newspaper <input type="checkbox"/> 09 – Job Fair <input type="checkbox"/> 02 – Job Vacancy Bulletin <input type="checkbox"/> 06 – San Antonio Newspaper <input type="checkbox"/> 10 – Other <input type="checkbox"/> 03 – COA Employment Center <input type="checkbox"/> 07 – Houston Newspaper <input type="checkbox"/> 04 – Employee Referral <input type="checkbox"/> 08 – Dallas Newspaper					
*If you selected 10 – Other, please specify source:					

Signature of Applicant: _____ Date: _____