



*Space for Art Enthusiasts*

The Artlette Team is a creative, dynamic and fun loving family. Our teachers are graduated from Art Institutions and experienced in teaching with the common goal to teach, love and inspire our students. We believe that everyone can benefit from Art learning and always pride to give the best for our students.

If you are passionate like us and is looking for a team bonded environment to learn and grow, please email your resume and art portfolio to [charlottefloh@gmail.com](mailto:charlottefloh@gmail.com)

### **ART INSTRUCTOR**

#### **Main responsibilities for Full time position:**

- Create and conduct lessons for all curriculum and workshops according to Artlette standards
- Feedback to parents and preparation of student reports
- Attend to Student / Parent queries and recommend suitable program
- Replying to email / phone queries
- Cashiering duties for payment
- Scheduling of classes
- Administrative duties
- Maintain studio cleanliness

#### **Main responsibilities for Part time position:**

- Conduct lessons for all curriculum and workshops according to Artlette standards
- Feedback to parents and preparation of student reports
- Maintain studio cleanliness

#### **You should have / be:**

- A passion for art teaching, positive mindset, encouraging and love for children.
- A multi-tasker with the ability to work in a fast paced environment and good class management skills.
- A self-initiative person, independent and does not mind going the extra mile.
- A good interpersonal skills, honest and responsible.
- A team player who support and respect other team members.
- An organized person with good documentation skills.
- A creative person who challenge the norms and constantly seek for improvement.
- Graduated from an Art institution – O levels/Diplomas/University OR Preschool teaching / Art teaching experience with minimum 1 year working experience.
- Able to work on weekends

#### **Remunerations**

Full time: \$2,200-\$3,000 (5 days week including Sat & Sun) | Part time: \$10-\$12 per hour

#### **Additional benefits (Only for Full time)**

- 14 days Annual Leave & Medical Leave (Additional leaves for longer serving staffs)
- \$150 'Healthy Me' bonus if no MC for the calendar year
- \$100 Best kid program curriculum
- CPF contributed for all Singaporeans and PRs
- Bonus subject to staff performance and studio financial results