

ArtWorks
NYC • HANDBOOK

2020

POLICIES

PRACTICES

GUIDELINES

ArtWorks Handbook: Policies, Practices and Guidelines

NYC

MISSION

ArtWorks NYC is a non-profit educational organization whose mission is to provide NYC public school children with a guided introduction to the fine arts. Students learn to discuss, compare and interpret works of art through a series of classroom workshops that culminate in a museum visit. Our inquiry based approach encourages children to develop their own voice in responding to art, thereby strengthening critical thinking and problem solving skills.

OUR PROMISE TO...

SCHOOLS

ArtWorks will provide a trained instructor and turn-key curriculum which will be consistent across each participating classroom. There is no additional training nor responsibilities for the school classroom teacher. We do ask the schools for the following: a full class period to conduct each session; a working SmartBoard or other quality means of projecting the images; a classroom teacher to be present for the whole period and who will help in managing student behavior; adequate adult chaperones for the museum trip.

STUDENTS

Artworks workshops will engage you in highly interactive inquiries. As we explore different pieces of art together, you will learn new vocabulary, build understanding and have the opportunity to express your own opinions about what you see. Our overall goal is to spark a lifelong curiosity in exploring, understanding and finding joy in art.

VOLUNTEERS

You will be provided with training, materials and mentoring to enable you to confidently and competently instruct and guide students. We are committed to ensuring your role as an ArtWorks volunteer will be a gratifying experience.

PROGRAMS

INTRODUCTION TO FINE ART THIRD GRADE PROGRAM

Purpose

Introduce students to the fine arts. Focus is on observation techniques, critical thinking skills, new vocabulary and expressing opinions backed up with visual evidence.

Format

- Five 45-minute in-class workshops led by a trained ArtWorks Volunteer Instructor.
- First four workshops cover architecture, sculpture, painting and decorative art.
- Workshops are typically spaced one week apart
- A 90 minute museum visit to either the Brooklyn or Met Museum follows the fourth workshop,
- A fifth and final workshop allows students to reflect on their museum experience. Instructor has latitude to conduct an art-related project of his/her choice.
- The program follows the school calendar year.

Scheduling

Scheduling begins with the Program Manager assigning a museum trip date to each school classroom. From there, the ArtWorks instructor is assigned to a school and coordinates with the classroom teacher to determine a mutually convenient workshop schedule based around the museum field trip date. The school is responsible for travel and permission slips. All workshops and museum trips are held on weekdays.

ART IN THE AMERICAN WING FOURTH GRADE PROGRAM

Purpose

To support grade appropriate Social Studies learning

Format

- Four 45-minute in-class workshops led by a trained ArtWorks Volunteer Instructor.
- First three workshops cover Native and Colonial America, The American Revolution, and A Changing Nation.
- A 90 minute museum visit to the American Wing at the Met follows the third workshop.
- A fourth and final workshop allows students to reflect on their museum experience.
- The program follows the school calendar year.

Scheduling

Scheduling begins with the Program Manager assigning a museum trip date to each school classroom. An

ArtWorks instructor is then assigned to a school and coordinates with the classroom teacher to determine a mutually convenient workshop schedule based around the museum field trip date. The school is responsible for travel and permission slips. All workshops and museum trips are held on weekdays.

VOLUNTEERS

Volunteers are the lifeblood of our program. The continued success of ArtWorks relies on our ongoing ability to attract and retain outstanding volunteers.

Volunteer Positions

Volunteers fill two critical positions at ArtWorks:

• Classroom Instructor

Classroom Instructors go into public school classrooms during school hours once a week for 5 weeks and conduct ArtWorks workshops with third and/or fourth graders. The schedule is worked out between the ArtWorks volunteer and Public School teacher to insure a mutually convenient time.

• Museum Guide

Artworks museum guides are based at the Metropolitan and Brooklyn Museums. They guide small groups of students through the museum to view pieces that were studied in the classroom workshops. Museum field trips take place Mondays-Fridays from 10:15am-12:15pm.

Recruiting

ArtWorks NYC is always on the lookout for talented and dedicated volunteers to help with classroom instruction in schools throughout the five boroughs, as well as guide positions in both the Met and Brooklyn Museums. Our goal is to bring together a diverse mix of people and perspectives to help keep our instruction informed, balanced and relevant.

Our best volunteers come from all walks of life and have incredibly varied backgrounds, but we all share the following:

- a personal connection and enthusiasm for the visual arts
- a commitment to NYC public school students
- a desire to give back to our community in a meaningful, hands-on manner

Word of mouth, Volunteermatch, Facebook and our Annual Spring Luncheon have proven to be some of our best sources for new volunteers. Various online services such as AARP and Google ads have also been helpful.

Volunteer Application Process

The process for new volunteers is the following:

- Contact the Program Manager for a phone interview and an application form
- Complete a screening process. This background check is done by an outside firm Coeus and ensures that we are in compliance with NYC Department of Education Guidelines
- Commit to a minimum of two tours per month.

Volunteer Training

Initial Training: All volunteers complete a three-part Training Program

Part I: Four Training Sessions on Curriculum
One Session on Instruction Techniques

Part II: Three guided walk-through tours in museums

Part III: Live Observations of Experienced Tour Guide and Classroom Instructor

Continuing Education

Twice a year ArtWorks NYC offers additional learning opportunities to our volunteers. In the recent past this has included a guided tour of the Met's Thomas Cole exhibit with an expert lecturer, a seminar on Anti-racism in Museums, and a workshop on Activities for Better Student Engagement.

CLASSROOM INSTRUCTING GUIDELINES

Once assigned to a school, the ArtWorks Instructor contacts the school teacher to coordinate/schedule sessions, confirm working SmartBoard, get briefed on students, and lay groundwork for a good working relationship.

The ArtWorks Instructor is solely responsible for delivering each workshop. While school staff/teacher participation is encouraged, we do not require the school classroom teachers to prep or instruct in any way. It is required, however, that a school faculty member remain in the classroom at all times to help manage class behavior.

A school teacher/faculty member should always be present in the classroom. ArtWorks Volunteer Instructors should never be left alone in the classroom with students.

ArtWorks volunteers should not assign homework to students. It is not in the spirit of our program and since we are not certified teachers privy to the overall student workload we are not authorized to do so. If there is a

fun "home" activity that you believe would extend and enrich student learning you can ask the teacher for permission to offer it as an optional activity.

The school classroom teacher is responsible for all logistical arrangements regarding the museum visit: transportation, permission slips, splitting the students into groups of 4-8, and getting chaperones.

Kindness, respect, timeliness and common sense go a long way in managing successful classroom experiences. The Program Manager is a great resource and should be consulted should any school issues arise.

Remember, our overriding goal is to bring joy, spark curiosity and help young students find beauty and meaning in art!

MUSEUM TOURING GUIDELINES

The Program Manager schedules all museum visits and assigns AW Guides. Assignments are posted on the ArtWorks website calendar at www.awnyc.org

Please be on time...on both ends of the tour! The students are often tired and hungry when they finish and they have a tight schedule to have lunch and get back to school.

Safety is the priority! Keep close track of students as you tour.

For safety reasons, children do not wear name tags in the museum.

Introduce yourself to the adult chaperone assigned to your group. Ask them to work with you by watching the students from the back of the group. Thank them after the tour.

No photo taking

In case of emergency: contact the ArtWorks Program Manager via text immediately and seek out a museum guard or other staff member. They are fully trained in emergency protocols

While our intent is to have small groups of 4-5 students, there are times when School chaperone policies may force us into larger groups—and we go with the flow!

Please be advised that Met Museum Docent groups have priority in the galleries. If they are in front of one of the art pieces on our tour, you must move on. You

may return to it later if there is time.

The purpose of the museum trip is for the students to see up close the works that they studied via images in class. Therefore, it is important to stick to the tours as designed. It is, however, perfectly wonderful if you want to add in a personal favorite or two that you think the children will enjoy!

Remember, our overriding goal is to bring joy, spark curiosity and help young students find meaning in art and beauty in the museum itself. Make the trip special for them.

SUPERVISION AND SUPPORT

Board of Directors

The Board of Directors is responsible for overseeing all activities conducted by ArtWorks. Key areas of responsibility include:

- establishing the mission, strategy and goals of the organization and an annual business plan to ensure success.
- hiring and managing employees and consultants
- securing funds to ensure long term financial stability

Program Manager

The Program Manager is responsible for implementing all day-to-day ArtWorks activities. The Program Manager is the primary interface for volunteers, schools and museums.

Outside Consultants

From time to time, Artworks contracts with outside organizations for special projects such as rewriting/ updating curriculum, lectures, website design and continuing education for volunteers.

Funding

ArtWorks is funded privately by individuals and foundations. Our Annual Spring Luncheon serves as our primary fundraising event.

Find more information on our website.

awnyc.org

ARTWORKS PARTNER SCHOOL SELECTION

The best partner schools for ArtWorks have the following attributes:

- A demonstrated commitment to arts education by the Principal and Teachers
- Co-operative environment supportive to our volunteer instructors
- Reasonable access by public transportation and/ or nearby parking

ArtWorks
NYC

HISTORY

Since 1977 ArtWorks has been a program beloved by NYC public schools students, their teachers and its volunteer instructors. It was started by a small group of concerned citizens, led by Julie Patterson, who wanted to find a way to make NYC cultural institutions accessible to more young NYC students. The group approached the Metropolitan Museum of Art, who expressed an interest in co-developing a program specifically for Third Graders – an age group for which at that time they had no offering. Pursuant to these discussions, The Met Education Department created the curriculum that we now know as the ArtWorks Third Grade Introduction to Fine Arts. Another non-profit organization, Learning Leaders, agreed to recruit, train and organize the volunteers to teach the program and guide the students on their museum visits. The program was implemented in 19 schools throughout the five boroughs and in 2001 the Brooklyn Museum Program was added. ArtWorks was managed successfully in this manner for 34 years.

In May 2012, when Learning Leaders could no longer support the program, ArtWorks NYC was founded by a group of dedicated volunteers deeply committed to continuing the program in a completely new and privately funded entity. Since that time ArtWorks has expanded to include a Fourth Grade Program, additional schools and now reaches 3000+ students each year!