POSITION DESCRIPTION
Job Title: Visual Arts Teaching Artist – On Call
Classification: Part-time on-call substitute position
Compensation: $20.50 per hour starting salary
Locations: Creativity Explored, 3245 16th Street, and/or One Arkansas Street in San Francisco; Possible community studio locations including Art Explosion studio at 2425 17th St in San Francisco; Limited at home work teaching virtual classes
Reports To: Studio Director/Manager

ORGANIZATIONAL CONTEXT
Creativity Explored is a San Francisco nonprofit that partners with people with developmental disabilities to create an artistic, studio-based collective where the creative capacity of any person can flourish. We do this by placing the work, needs, culture, and experience of artists with developmental disabilities at the center of the community in a way that honors humanity, respects self-agency, and nurtures creative potential.

CE is a warm, fast-paced, and fun place to work, with a long-serving multidisciplinary staff that is deeply committed to our community. A San Francisco icon, CE was voted Best Art Gallery and Best Nonprofit this year in SF Bay Guardian & 48Hills. Visit our website at creativityexplored.org to learn more.

Creativity Explored is committed to building and sustaining an equitable and inclusive work environment where diversity is celebrated and valued. BIPOC, people with disabilities, and bilingual individuals are strongly encouraged to apply.

POSITION OVERVIEW
The On-Call Visual Arts Teaching Artist is responsible for helping to deliver a stimulating and creative visual arts program in Creativity Explored’s studios, and for supporting studio artists to develop meaningful visual arts practices. Creativity Explored is currently operating a hybrid model for providing services. This includes in-person services in our studios, as well as virtual, online services.

While the position is primarily Monday through Friday, the On-Call Teaching Artist may also implement engaging art activities for the general public and for community outreach programs. Availability to work limited hours on weekends and evenings preferred.

Bilingual/bicultural applicants are encouraged to apply. Fluency in a language such as Cantonese, Mandarin, Tagalog and/or Vietnamese is a plus.

KEY RESPONSIBILITIES
Delivery of Visual Arts Program
• Assisting the Studio Director, Studio Manager and Social Services Manager in delivery of a high quality visual arts program which meets the needs of studio artists.
• Implementing engaging art activities for the general public and for community outreach programs with people of all abilities.

Planning
• Assessing individual artistic skills to approach each artist individually
• Implementing artistic and technical goals for each assigned studio artist intended to increase artistic competencies, implementing teaching strategies designed to assist each individual artist to meet established goals
• Planning artistic activities and experiences for individuals directed towards increasing artistic competencies and the creation of quality work that is saleable

Teaching and Evaluation
• Assisting each studio artist to develop artistry and creativity in alignment with their needs and desires
• Participating in implementation of person-centered plans for each artist
• Facilitating exploration of new media and techniques
• Providing interesting visual material as inspiration for the creation of artwork, as well as to illustrate a variety of techniques
• Ensuring individual preference and choice is central to the daily activities of each studio artist
• As needed, developing and leading a wide variety of engaging, short-term arts activities for people of all ages and abilities as part of CE’s weekend and outreach arts programing
• Comfortable using or learning video teleconferencing software program such as ZOOM, Google Meet, etc.

Studio Operations
• Ensuring that activities are conducted in a safe and prudent manner at all times
• Maintaining a clean and orderly work and storage area for works in progress
• Participating in team meetings, planning sessions, and projects
• Staffing weekend and outreach arts activities as needed

Community Integration
• Planning activities and working with artists at community art studios
• Supporting positive inclusion of CE artists with people of all ages and abilities
• Accompanying CE artists on art-related outings in the community. May be scheduled on a regular or an occasional basis, as the organizational need dictates
• Ensuring the safety of all artists during an outing by following established Creativity Explored outing protocol

Exhibitions and Marketing
• Assisting other staff to select, prepare, exhibit, and market studio artist work
• Assisting Exhibition and Gallery Coordinators to promote individual studio artists by identifying outside exhibition and sales venues and/or opportunities

General
• Ensuring that studio artists are adequately supervised at all times, including teaming with fellow staff to implement behavioral support plans
• Overseeing studio artist paratransit pick-ups or use of public transport as needed
• Attending to all individual studio artist needs
• Ensuring that all reporting requirements are completed according to established guidelines
• Participating in ongoing professional development at CE
• Ensuring a continuous improvement approach to systems and procedures
• Facilitating positive relationships between CE artists and the general public

Other Duties
• Performs other reasonably related business duties as requested.
• Adhere to current Covid-19 practices and protocols as outlined in CE’s Employee Handbook and Operations Plan

POSITION SELECTION CRITERIA
• Post-secondary education in a fine arts or other arts related discipline
• Creative capacity reflected in personal artmaking record, portfolio, exhibition history
• Process-based, inquiry-based approach to artmaking
• Interest in or experience in working with people of all ages and abilities in an arts context
• Excellent communication skills including the ability to communicate effectively with people with developmental disabilities
• Ability to work as a supportive team player and to work independently
• Sound organizational skills
• Work in the arts with families and children a plus
• Bicultural/bilingual fluency in Cantonese, Mandarin, Tagalog or Vietnamese a plus

ADDITIONAL PHYSICAL REQUIREMENTS
• Ability to lift up to 50 pounds
• Capability of providing physical assistance to individuals with physical disabilities, i.e., movement of wheelchair, movement of individual from wheelchair to chair, toilet, etc.

TRAINING REQUIREMENTS
• Complete and maintain CPR, First Aid, OSHA certification (initial certification to be completed within 30 days of date of hire)
• Participate in Creativity Explored staff professional development on an ongoing basis

OTHER INFORMATION
This position is an ongoing regular, part-time position with daytime, weekday hours, and possible
weekend hours on occasion. Schedule and number of hours will be determined during the hiring process.

Offers are subject to satisfactory Criminal Records Clearance check and proof of negative TB test results completed within the last year.

To apply, please email the following information to jobs@creativityexplored.org PDF format only. No calls, please.

- Cover letter stating why you are interested in the position, any previous relevant experience, and why you would be a good fit at Creativity Explored.
- Resumé

For more information about Creativity Explored, please visit our website at: www.creativityexplored.org