

Lead Art Instructor

Job Details

Level	Entry Level
Job Location	The Arc San Francisco
Position Type	Full Time
Education Level	BA or BS preferred
Job Category	Nonprofit - Social Services

Organizational Summary

The Arc San Francisco is a non-profit service and advocacy organization for adults with intellectual and developmental disabilities and their families living in San Francisco, Marin, and San Mateo counties. We currently serve a varied group of over 700 clients who, despite their diverse backgrounds, ages and disabilities, are all similar in their desire to live a life of greater self-determination, dignity, and quality. Our goal is to provide the supports that enable people with developmental disabilities to maximize their potential, live meaningful lives, and become integral members of the community. To that end, we provide a range of services relevant to all areas of adult life, from independent living supports and skills building to employment training and creative expression. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed, diverse and inclusive society.

Position Summary

Develop, coordinate and implement individualized and group lessons and overall curriculum in visual, expressive, and media arts for artists with developmental disabilities; assess, track, and document each artist's progress; assist and support artists to compile artwork into individual portfolios, websites, etc.; plan, implement, and coordinate artists' overall service plan; solicit venues for art exhibits and prepare artwork for exhibit: assist with marketing and public relations for art shows/exhibits including regular social media updates, identify and coordinate access to resources providing opportunities for teaching and practicing art within the community; recruit and coordinate volunteer art instructors to teach participants ; orient community partners and volunteers to work with artists; address day to day service and participant issues and crises; assist and support

Studio Manager/Services Manager to oversee art studio procedures, inventory, and safety; assist and support Studio Manager/Services Manager as liaison to families, care providers, case managers and community partners with regard to art participants.

Essential Duties and Responsibilities

- Perform all essential duties and responsibilities indicated in the regular Art Instructor Job Description*
- Develop and implement direct instructional plan for artists
- Provide direct instruction and mentoring to artists
- Maintain artist files and artist information
- Provide ongoing advocacy and follow-along support needed for implementation of each artist's individual plan
- Facilitate case reviews and goal planning for artists*;
- Assist and support Studio manager/Team Manager to implement service procedures and components*;
- Ensure implementation of all safety policies and procedures;
- Provide transportation for participants in ArtReach Studios as needed*;
- Attend and participate in relevant or required meetings, trainings, and/or conferences;
- Perform other duties as assigned.

Knowledge, Skills and Experience

- B.A. degree with emphasis in education and/or arts-related discipline preferred.
- Experience working with persons with developmental disabilities preferred
- Experience developing and teaching arts curricula
- Experience promoting and presenting artwork to the public
- Experience managing studio space
- Demonstrable background and current experience in the visual, expressive, and/or media arts.

- Valid California driver's license, safe driving record, and proof of insurability if driving on agency business required
- Excellent written and oral communication skills
- Excellent time-management skills
- Proficiency in Microsoft Word required; proficiency in graphics design programs and/or web design programs preferred
- Knowledge and commitment to the principle of inclusion and self-determination.
- Ability to teach skills and concepts to people
- Ability to maintain positive, cohesive working relationships; good organizational skills and ability to maintain clear, concise records
- Knowledge of art techniques and methods

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Repetitive key board use, phone use, walking, standing, bending stooping and direct client interaction.

The Arc San Francisco is an Equal Opportunity Employer.

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.