



JOB TITLE	Teaching Artist	DEPARTMENT	Slingshot
REPORTS TO	Studio Manager		
STATUS	Non-Exempt		
WORK HOURS PER WEEK (May Include Evenings and Weekends).	TBD		

ESSENTIAL DUTIES

- Reports to Studio Manager regarding job description, specific duties, and matters of personnel policy related to own employment.
- Work with other teaching artists as a productive member of the creative team.
- In conjunction with other teaching artists and Studio Manager, assume responsibility for development, coordination, implementation, and maintenance of artist-centered goals, including development of art.
- In conjunction with other teaching artists, Gallery Director, and Studio Manager, assume responsibility for promoting artist work, products, and exhibitions.
- Support, guide, and mentor the Slingshot artists to find their personal creative voice.
- Introduce artists to artwork created by established artists with the goal of expanding their knowledge.
- Plan occasional outings to view or experience community art with Slingshot artists.
- Regular, punctual attendance when scheduled.
- Assume responsibility for completing evaluations of artist service plans.
- In conjunction with the Studio Manager, assume responsibility for communicating with artists homes or families regarding urgent matters.
- Assist artists with personal hygiene, meals, and behavioral support as needed.
- Ensure that appropriate health, safety, and service standards are met. Keep Studio Manager apprised of any potential hazards or safety concerns.
- Ensure direct and effective response to staff and artist requests, concerns, and grievances.
- Attend a variety of meetings as needed.
- Establish own professional goals within the priorities of Alpha.
- Promote the mission and vision of Alpha Resource Center of Santa Barbara
- Develop and maintain a high level of staff morale and promote service-wide unity of effort.
- Keep abreast of developments in the field of contemporary art and developmental disabilities.
- Encourage artist independence and age-appropriate opportunities.
- Promote a positive atmosphere for staff and artist growth and self-awareness.
- Complete special projects and other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

HOURS OF WORK

Regular hours are Monday to Friday from 8:30a – 4:30p. Evening and weekend hours may be required on occasion.

QUALIFICATIONS

- Well-organized and able to effectively communicate verbally and in writing with diverse individuals
- California Driver's License and acceptable driving record
- First-aid and CPR certification
- Fingerprint clearance
- Medical clearance and negative for Tuberculosis
- Reliable personal vehicle and insurance
- Must be 21 years of age, no criminal background and meet Community Care Licensing requirements.

EDUCATION and/or EXPERIENCE

Bachelor of Fine Arts or BA in related field combined with a personal art portfolio and/or experience demonstrating the ability to perform the essential duties is required. Experience with multiple art media required. Teaching experience is preferred. Basic computer literacy (using Microsoft Word, Outlook, and internet searches) required. Experience with Lightspeed Point-of-Sale software, Adobe Creative Suite, and/or Microsoft Teams is highly desirable but not required.

LANGUAGE SKILLS

The ability to read and speak English clearly is mandatory. Ability to read and speak Spanish is desirable but not required. The ability to communicate information to other employees, artists, customers, and donors as well as management in a clear and concise manner is essential.

REASONING ABILITY

Employee can apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

PHYSICAL DEMANDS

The employee is regularly required to sit, stand, walk, talk, and hear. Employee must be able to bend, squat, climb stairs, and safely lift and/or move up to 35 lbs. unassisted. The employee frequently is required to use fingers and hands to handle or feel equipment, paper, or files. The employee must be

able to operate all office equipment, especially a computer keyboard as well as see a computer monitor display screen. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an art studio and gallery with an office setting adjacent to the primary work area. The ability to move between these areas is required in the execution of the employee’s functional activities. Workstations are shared by many users. Disruptions are common. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily fluorescent artificial lighting with natural lighting from windows.

EMPLOYEE PRINT NAME	SIGNATURE	DATE

STUDIO MANAGER	SIGNATURE	DATE

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.