



## ARTIST JOB DESCRIPTION

**Hours:** Up to 8 hours/week

**Pay:** \$25- \$30/hour for artistic work, depends on experience

**Locations:** James Lick Middle School, Buena Vista Horace Mann, Longfellow Elementary, Cesar Chavez Elementary, Brava, and/or other off-site locations in San Francisco, Bay Area

**Deadline:** Open until filled.

**Start/End Date:** August 2023 -June 4, 2024

## ORGANIZATION DESCRIPTION

Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco's Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people's resilience as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

### Organization Values:

Accountability	Family	Health
Activism	Inclusion	Social Justice
Education	Grit	Tradition

## POSITION DESCRIPTION

Jamestown Arts Education and Loco Bloco are currently seeking practicing artists to teach at our community school sites and for Loco Bloco at Brava and other San Francisco, Bay Area locations for the school year of 2023-2024 classes as part of our Arts Ed programming and Loco Bloco programming. The ideal candidate will be motivated, energetic, have a strong professional background, and a passion for teaching in a community setting.

The Artist will support youth with high quality art instruction in their expert art form. Examples of this are visual arts, percussion drumming, dance, creative writing, installation arts, singing or/and graphic design. Artist will

report to their site lead.

## **RESPONSIBILITIES**

- Ensure programs embody Jamestown's Core Values and provide a safe and supportive environment for youth participants
- Exhibit appropriate behavior for an intergenerational space and accept and embrace the role as a mentor for our youth and young adults
- Provide an arts instruction at community sites
- Collaborates with other Artists at Jamestown and creates specific works for annual events, ensemble performances or school site celebrations however appropriate according to the individual Artist's art skill
- Supervise and ensure the safety and welfare of participants at all times. Keep youth students engaged and create a classroom culture of respect & participation
- Communicate regularly with Supervisor and Jamestown Staff
- Comply with Jamestown Community Center policies and procedures, and laws pertaining to the operation of Jamestown Community Center
- Responsible for taking attendance of class and submitting it on time on to ArtsEd Assistant/direct supervisor on a weekly base
- Admin Responsibilities for ex. emails, attendance, entering timecards, and incident reports
- Creating weekly lesson plans for class/workshops
- Maintain confidentiality and compliance with all laws regarding privacy of youth, their families and staff.
- Maintain professional attitude and work ethic encompassing the following these traits: reliability/dependability, dedication, productivity, cooperation, character, integrity, sense of responsibility, emphasis on quality, discipline, teamwork, respectfulness, determination
- Perform related duties as assigned.

## **QUALIFICATIONS**

- A passion for Jamestown's mission and a commitment to providing young people with the highest-quality arts education
- At least three (3) years documented study with masters or arts education in a specific art form.
- Minimum 2 years of experience teaching youth and adults
- Experience in creating written lesson plans and curriculum
- Excellent organizational & time management & communication skills.
- Self-sufficient in managing job obligations and schedule.
- Proven ability to work with people from a variety of different ethnic, socio-economic, educational, religious, sexual orientation and generational backgrounds.
- Experience with low income youth and families
- Fluent in another language besides English is preferred.  
This could include Spanish, ASL, Cantonese, Mandarin, or/and Vietnamese
- Fingerprint and TB clearances

### **Physical requirements:**

- Excellent physical and aerobic condition
- Must be able to lift and carry 25 pounds
- Working conditions include standard office, school setting, & occasional travel within the Bay Area.
- Use a computer, phone, copier and office equipment.

This is an hourly, non-exempt position without benefits.

## **APPLICATION PROCEDURE**

*Please e-mail your cover letter and resume, work samples and add "Artist" plus your name in the subject line to:*

Gabriela Amezquita, HR Manager

Telephone: 415-647-4709 x171

Jamestown Community Center  
2929 19th Street  
San Francisco, CA 94110

Fax: 415-647-4718  
Email: [Gabrielaa@jamestownsf.org](mailto:Gabrielaa@jamestownsf.org)

*Jamestown Community Center is an Equal Opportunity Employer. We encourage women and people of color to apply. The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Revised August 2023*