

## **HOSPITALITY HOUSE JOB ANNOUNCEMENT**

**TITLE:** Studio Assistant  
**REPORTS TO:** Program Manager, Community Arts Program  
**COMPENSATION:** \$41,280 annually, plus benefits  
**STATUS:** Full-time, non-exempt, union position  
**DEADLINE:** Open until filled

### **ORGANIZATION DESCRIPTION:**

Founded in 1967, Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six programs. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are behavioral health-based community centers that provide emergency and support services using a low-threshold, peer-based, self-help model. Together, these centers reach thousands of community residents every year. The Shelter Program now includes a 65-room Shelter-In-Place hotel, that fosters a thriving community among persons previously experiencing homelessness, with on-site support services, health professionals, and care coordinators. The goal is to help residents improve their quality of life, accomplish stated goals, and secure permanent housing. The Community Arts Program is the City's only free fine arts studio for low-income artists, where all can hone their artistic talents, through open studio hours, skills workshops, ceramics and silk-screening classes, and gallery space for artists to exhibit and sell their work – and keep 100% of the proceeds. The Community Building Program includes a volunteer training program, civic engagement activities, weekly support groups and popular education training, and the Healing, Organizing & Leadership Development Program, a peer-based, community organizing program for neighborhood residents affected by trauma. The Employment Program offers job readiness services, employment and training resources, and vocational and job search support through two neighborhood-based employment resource centers. All programs provide a range of individual support, community resources, and employment and housing opportunities for people to achieve stability, self-sufficiency and community connection.

### **POSITION DESCRIPTION:**

Under the supervision of the Program Manager, the Studio Assistant will provide artistic access, peer counseling, and advocacy in the Community Arts Program to support artists and motivate them to create art and to improve their overall physical, emotional, and economic health. The Studio Assistant will staff program activities and assure the safety and comfort of artists, providing respectful, compassionate, culturally-competent, attentive treatment of artists as well as effective outreach and engagement of individuals who may have difficulty participating in program activities. The Studio Assistant will also provide artistic guidance and instruction and assist in the coordination of exhibition and promotion activities for the Community Arts Program. There will be a high level of expectation placed on successful participant engagement and prompt, effective service delivery. This position has a focus on teaching workshops based on basic fine art concepts (i.e. still-life drawing, composition, color mixing, painting, art history, art appreciation) and helping participants explore and realize upcoming exhibition themes.

### **QUALIFICATIONS:**

- Two years arts and peer counseling experience, particularly working with diverse constituencies or a BFA degree and related arts experience in a social service environment; please include a ten-piece portfolio of artwork from a wide range of media.
- Previous personal experience with poverty, homelessness, mental illness, and/or substance use issues.
- Experience leading fine art workshops/classes.

- Competence in a wide range of artistic media and techniques (i.e. painting, drawing, collage, screen printing, ceramics, photography, and/or new media) and basic fine art concepts listed above.
- Demonstrated ability to actively engage & assess people who are experiencing homelessness, active drug use, mental illness, and other barriers to stability and health utilizing the modalities of harm reduction and self-help. Ability to work compassionately with those who have difficulty engaging with service providers.
- Ability and skill to become familiar with all participants who regularly visit the program and to motivate and engage them into art activities and services as they are ready. Ability to develop effective relationships following the principles of harm reduction.
- Ability to effectively resolve conflicts among participants and to de-escalate tense situations, preserving a welcoming environment for all.
- Ability to work professionally and ethically in a team setting, including the ability to maintain a high level of confidentiality.
- Excellent interpersonal communication and active listening skills; excellent documentation and organization skills.
- Bilingual English and Spanish, Tagalog, Vietnamese or Chinese preferred.

**RESUME, COVER LETTER & SALARY REQUIREMENTS TO:**

Please email your resume and cover letter to [personnel@hospitalityhouse.org](mailto:personnel@hospitalityhouse.org), or mail them to us at:

Hospitality House/Studio Assistant Search  
290 Turk Street  
San Francisco, CA 94102

***Please specify the position for which you are applying. Please NO PHONE CALLS or VISITS.***

Hospitality House is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.