HOSPITALITY HOUSE

JOB ANNOUNCEMENT

**TITLE:** Ceramics Studio Assistant

**REPORTS TO:** Program Manager, Community Arts Program

**COMPENSATION:** $45,860 annually, plus generous benefits

**STATUS:** Full-time, exempt, union position

**DEADLINE:** Open until filled.

**ORGANIZATION DESCRIPTION:**

Founded in 1967, Central City 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 that 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. All programs provide a range of individual support, community resources, and employment and housing opportunities to help residents rebuild their lives, celebrate creativity, achieve stability, and strengthen community connection.

Hospitality House has six integrated programs at five locations in our core neighborhoods. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are two behavioral health-based community centers that provide emergency and support services, benefits advocacy, housing referrals and access to individual therapy 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, and helps residents improve their quality of life through 24-hour staffing and support, daily wellness visits, on-site meals, one-on-one case advocacy, and access to individual therapy. The Community Arts Program is the City’s only free fine arts studio for low-income artists offering skills workshops for artists to hone their talents, open studio hours, ceramics, silk-screening, and other classes, with gallery & exhibition space for artists to sell their work – and keep 100% of the proceeds. The Community Building Program includes weekly support groups, volunteer opportunities, civic engagement activities, and the Healing, Organizing & Leadership Development Program, featuring trauma-informed healing and activism for community residents. The Employment Program offers job readiness and barrier removal services, job training resources, and vocational assessment, and job fairs and placement assistance through two neighborhood-based resource centers.

**POSITION DESCRIPTION:**

Under the supervision of the Program Manager, the Ceramic 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 Ceramic 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 Ceramic 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.

**QUALIFICATIONS:**

* Minimum two years’ art 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.
* Experience leading Ceramic workshops/classes.
* Experience managing a Ceramic Department including clay recycling, making glazes, maintaining the kiln and handling the schedule of bisque and glaze firings.
* Competence in a wide range of other artistic media and techniques (i.e. painting, drawing, collage, screen printing, photography, and/or new media)
* Previous personal experience with poverty, homelessness, mental illness, and/or substance use issues.
* Demonstrated ability to actively engage people experiencing homelessness, active drug use, mental illness, and other barriers to stability and health utilizing harm reduction and self-help principles. Ability to work compassionately with those who may have difficulty engaging with more traditional services.
* Ability to effectively resolve conflicts among community members and to de-escalate tense situations.
* Ability to work professionally and ethically in a team setting, and able to maintain a high degree of confidentiality.
* Demonstrate aptitude for documentation, time management, and organizational skills.
* Excellent interpersonal communication and active listening skills
* Willingness to attend staff meetings and trainings that are not during regular shift hours.
* Commitment to personal & professional development.
* Bilingual English and Spanish, Tagalog, Vietnamese or Chinese preferred.

**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.

# RESUME, COVER LETTER & SALARY REQUIREMENTS TO:

Hospitality House/ Ceramics Studio Assistant Search

290 Turk Street

San Francisco, CA 94102

or personnel@hospitalityhouse.org

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