



ART PROGRAM ASSISTANT

Job Description

Pay: \$18 – \$20/hr depending on experience

Hours: 20 hours per week

Deadline: Open until filled

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. For over 25 years, Loco Bloco has promoted San Francisco youth's healthy transition into adulthood by engaging them in the creation and performance of music, dance, and theater rooted in Afro-Latino traditions. Loco Bloco encourages its youth to use multicultural art forms as a tool for their own empowerment and as a catalyst to help them overcome discrimination and bring about change in their communities.

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 resiliency as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults.

POSTION DESCRIPTION:

Reporting to the Arts Program Manager the Program Assistant will implement systems, which will help Loco Bloco achieve its mission and programmatic and artistic objectives.

The Jamestown/Loco Bloco Arts/Artivism Program Includes:

- Loco Bloco Residencies/classes/workshops in our own Afterschool Program Sites
- Loco Bloco Residencies/classes/workshops in outside community programs and schools
- Summer & Vacation Camps
- Loco Bloco's Bateria Class
- Loco Bloco's Carnaval Contingent
- Teaching Artist In Training Program
- Original Productions & Events

Essential Duties and Responsibilities

1. Improves the operational systems, processes and policies in support of organization's mission
2. Ensures all programs embody LB's Core Values and provide a safe and supportive environment for youth participants
3. Exhibits appropriate behavior for an intergenerational space and accept and embrace the role as a mentor for our youth and young adults
4. Attends all major organization events including but not limited to: SF Carnaval, ensemble shows, theater productions and Blocura Gala
5. Participates actively in agency meetings and trainings as needed
6. Participates in ongoing professional development throughout the year
7. Complies with organizational policies and procedures, and laws pertaining to the operation of Jamestown/Loco Bloco
8. Maintain professional attitude and work ethic
9. Website and social media updates
10. Coordinates the distribution of marketing and outreach materials for programs and events
11. Maintains organizational databases and mailing lists
12. Collects and maintain archives of all media (photos, videos, press etc.)
13. Collects and organize registration, attendance and demographic information for all participants
14. Data entry into the CMS & Salesforce systems in accordance to the requirements and due dates of contracts & grants
15. Collects and organize program fees from participants
16. Supports Carnaval costume orders and disbursement
17. Assists in administering quantitative youth and parent surveys.
18. Is on site during program hours to provide supervision of program and ensure the safety of program participants
19. Maintain constant and professional communication with participants and families about program information, policies and events
20. Maintains a database of all performances
21. Supervises youth during rehearsals, shows and classes
22. Costume care, inventory and ordering
23. Handles day-to-day office administration, including filing, maintaining records, photocopying and office organization.
24. Welcomes visitors in a professional and courteous manner, provides accurate program information, and announces visitors to appropriate staff.
25. Answers phones and provides program information to clients and directs calls to appropriate staff.
26. Updates community resources, bulletin boards and other informational sources as needed.

QUALIFICATIONS:

- A passion for Jamestown/Loco Bloco's mission and a commitment to providing young people with the highest-quality Artistic & Youth Development experiences
- Experience in the Performing Arts
- Experience with Youth Development theory and practice
- Experience working with multi-ethnic, multi-cultural youth & families
- Experience in Event Production
- Excellent verbal and written communication skills
- Experience building partnerships with community-based agencies and schools
- Ability to engage with youth and build meaningful relationships with them
- Diplomatic and tactful; able to work with a wide variety of people and teams
- Ability to multi-task, take initiative and assume a leadership role in the organization
- Demonstrated track record of successful project planning and management
- Ability to work individually and in teams
- Ability to think critically and strategically and willingness to reflect and improve
- Attention to detail, observant, resourceful and is a creative problem-solver
- Ability to work successfully on multiple projects and remain focused in a busy environment
- Computer savvy, including Microsoft Word, Excel, and databases (CMS& Salesforce preferred)
- Ability to speak and write in Spanish preferred.
- Fingerprint and TB clearance

Physical requirements:

- Must be able to lift and carry 25 pounds.

This is a part-time non-exempt position with no benefits.

If interested in applying, please email a cover letter and resume to: Santiago López, HR Manager at santiago@jamestownsf.org

Jamestown/Loco Bloco Community Center is an Equal Opportunity Employer.

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.