



ArtSpace Assistant

Location:
Ewing/Lawrenceville, NJ

Position Type/Classification:
Full-Time

Reporting to:
Director of ArtSpace

Compensation:
\$22/hour

Organizational Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

Job Summary/Objective

HomeFront's Therapeutic Arts programming helps build self-expression and self-esteem while enhancing the physical, mental and emotional well-being of our clients. The ArtSpace Assistant is responsible for supporting the essential functions of HomeFront's therapeutic art programs. This role focuses on assisting in maintaining programming and in the completion of essential administrative tasks. The ideal candidate will have education in the arts/social services, experience implementing art programming, experience performing a range of administrative tasks, as well as a commitment to serving vulnerable populations. A passion for creativity and a deep understanding of the transformative power of the arts will be vital in inspiring participants to explore their potential through artistic expression. Lastly, they will have strong collaboration skills, will be highly motivated and organized, ensuring their work inside this department is impactful and supportive of the HomeFront mission.

The ArtSpace Assistant will be diligent in ensuring the vital functions of the program are maintained and operating smoothly, helping to build an environment where HomeFront participants can tap into their creativity, opening doors and building pathways forward through creative expression. The ArtSpace Assistant will work alongside the Director of ArtSpace to ensure programming for participants enables them the chance to grow, process and thrive through creativity.

Essential Job Functions/Responsibilities

- Provide administrative support to program including, but not limited to, identifying needed supplies, tracking expenses, and completing data entry in participant database for ArtSpace and SewingSpace.

- Assist in maintaining art rooms by cleaning, sorting, tracking art supply inventory and assist with supply orders as needed.
- Assisting in the completion of artists consent paperwork, cataloging of artwork, preparing artwork for shows and utilization of the Square system for sales, working in conjunction with Accounting in regard to client payouts.
- Assist with planning and execution of events and outings internally and externally.
- Preparing for classroom instruction, including preparing examples, recording instructions, creating flyers, and prep and cleanup of materials needed for classes.
- Coordinate registration and advertising for classes.
- Support ArtSpace participants during open studio hours and assist with running classes as needed.
- Support volunteers' involvement to bolster programming.
- Develop and maintain collaborative relationships with HomeFront departments and external resources to ensure coordination of services to meet participants' needs.
- Other related duties as assigned.

Required Experience and Education

- Bachelor's degree in human service or fine arts field
- Two years experience in developing and implementing art programming
- Strong verbal and written communication
- Intermediate computer and Microsoft Office skills
- Valid Driver's License

Preferred Experience and Education

- Bilingual (English and Spanish)
- Experience in leading therapeutic arts programming
- Experience supervising volunteers
- Experience with administrative tasks

Physical Demand

- This job operates in an office setting as well as in the field, using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift up to 30lbs
- Exposed to weather conditions prevalent at the time

Schedule

- This is primarily a day time role, but flexible scheduling to include nights and weekends may be required based on client or program needs

Travel

- Travel is primarily local during the business day

Remote Work Eligibility

- Due to the nature of the job responsibilities, this role is considered On-Site Essential

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed as needed.

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