

TALLER PUERTORRIQUEÑO, INC.
JOB DESCRIPTION

Job Title: Youth Artist Program (YAP) Coordinator & Instructor	
Reports to: EDUCATION PROGRAM MANAGER	
Position Classification: NON-EXEMPT Permanent Full Time 35 HRS./WK	Date Created: Date Revised: 8/17/2023

GENERAL DESCRIPTION

Responsible for developing, delivering and coordinating Taller Puertorriqueño's (Taller) Youth Artist Program (YAP). YAP is a visual arts and entrepreneurial training program with a strong Puerto Rican/Latin American cultural component in accordance with the mission and educational philosophy of the agency. This program serves highschool students ages 14-18. This position requires outreach to bring students into the program, knowledge and personal experience as a working artist, and the passion and drive to guide students on their individual pursuits. The YAP program is designed to help students build their portfolios to apply to art schools and other forms of college prep, developing design and marketing skills, and learning tools to strengthen their educational and career pursuits. The goal of YAP is to promote economic mobility and self-expression/self-esteem in our youth while also reminding them of their history and the power they have to strengthen their community.

REQUIREMENTS

- Bachelor's degree or equivalent experience in the visual arts, education, and/or related area is required.
- 1-3 years experience working in the arts and/or community/cultural centers
- 1-3 years experience teaching children/youth (preferably in the arts)
- Fluent in Spanish and English languages is highly desirable.
- Knowledge of and interest in Puerto Rican and Latin American art and culture.
- Strong leadership qualities and clear communication. Will take initiative to complete tasks independently, will find creative solutions, and set a strong example for students.
- Outgoing with good interpersonal skills. Willingness to do outreach in person and promote the program. Will find ways to keep students engaged and excited to return to the program.
- Proficient in Microsoft Office software (Word, Excel and PowerPoint) and/or graphic design knowledge is highly desirable.
- Commitment to Taller's mission and role in the community.
- Background check required.

RESPONSIBILITIES

1. Creates, develops, and implements Puerto Rican/Latinx culturally-based visual arts program for high school students year-round (two semesters of after-school program and summer camp.) This includes curriculum development and evaluation of program and participants.
2. Maintains a current understanding of the community, arts, social and cultural issues as a creative use for the program concepts and deliverables. Utilizes Taller's gallery and archives as a way to connect students to Taller's history, mission and the current art world.

3. Implements professional development for students through various methods such as visiting artist workshops and talks, field- trips (approved by the Education Program Manager), partnerships with other arts, educational and cultural organizations in the city, portfolio development, college prep, and instructing students on graphic design, production and marketing skills.
4. Collaborates with our Cultural Exploration Program (CEP) for students ages 6-14 to maintain a cohesive and mutually beneficial relationship between our education programs.
5. Promotes the program through contacts with schools (administrators, counselors and teachers) and other programs; prepares promotional/recruitment materials and delivers YAP presentations.
6. Maintains important/sensitive student files and related paperwork. Follows appropriate procedures for privacy, confidentiality and safety.
7. Maintains a clean and organized classroom. This includes keeping track of inventory, ordering supplies, taking care of shared tools and shared spaces, and maintaining a budget and expense report of all materials purchased.
8. Collaborates with colleagues from Taller on events, assisting with fundraising efforts, attending staff and program meetings, etc.
9. As a Taller employee you may be expected to support the organization’s needs in other ways. For example, all staff must support in conducting the gallery and mural tours to visitors.
10. Will support Julia de Burgos bookstore upon request from bookstore manager.

SUPERVISION RECEIVED AND WORKING CONDITIONS

- Supervision from Education Director
- Works in a pleasant office or classroom environment.
- Minimal travel required.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of Taller Puertorriqueño, Inc.

The duties and responsibilities have been explained in full detail. I understand them and the responsibilities inherent with this position and will abide by its dictates. I further understand that all documents and information that I come across would not be discussed with co-workers or the public. By signing this form, I confirm that I have discussed this job description in detail with my supervisor.

Employee Signature: Date:
Supervisor Signature: Date:
Executive Director Signature: Date: