



JOB POSTING • Youth Programs • Artist in Residence Coordinator (PART-TIME)

October 2021

THE ELIOT SCHOOL

The Eliot School inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus is on manual arts, including woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Other programs include creative youth development, an annual artist's residency, talks, and other events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability. This position supports that commitment.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission—the mandate to serve all.

Artist in Residence Coordinator

Each year, a Boston-based artist engages across the Eliot School's programs to create work around a chosen theme. Teen Bridge participants support the artist as Fellows/Interns during an intensive process of collaborative design, art making, and community engagement. This position plans and implements all aspects of the program with the guidance and support of the Associate Director.

The person in this position reports to and works closely with the Associate Director and works closely with the Youth Programs Team.

The time commitment of this position fluctuates between summer and the school year. During June–August this position is full-time (40 hours per week) and requires occasional weekend and evening hours. During September–May the position is 20 hours per week and requires regular weekend and occasional evening hours. **During the school year, additional hours may be available to complete a full-time schedule working as a teacher or teaching assistant, depending on experience and position availability.**

CORE RESPONSIBILITIES

- Facilitate multi-year planning and documentation for the Artist in Residence program.
- Support and facilitate hands-on learning opportunities for Teen Bridge youth so they are prepared to fully participate and benefit from the Artists in Residence program.
- Support the annual Artist in Residence in achieving their residency goals.

AIR PLANNING AND DOCUMENTATION

- Plan the annual residency by meeting with Artist to determine residency details and agreement, facilitating site visits with partners, creating residency schedule and other tasks to ensure that Eliot School staff, Artist and youth are prepared to achieve the residency goals.

- Document the Artist in Residence program including: act as liaison with contractors; create written and visual documentation independently and with the support of youth.
- Plan and implement recruitment and selection process for future Artists in Residence.
- Facilitate hiring and supervision process for youth participating in the residency.
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TEEN BRIDGE SUPPORT

- Assist with recruitment process for teens to participate in Teen Bridge.
- Lead and assist activities as needed, such as trust-building games, art projects, and discussions.
- Follow up and communicate with teens and their families as needed.
- Serve as mandated reporter, working with supervisor and Brookside Health Center's staff to take appropriate next steps as needed.
- Assist with tracking and implementation of behavior contract for teens.
- Plan and chaperone teens on field trips.

AIR SUPPORT

- Act as liaison with Artist in Residence, assistants, interns, presenters, guest artists, teen participants and their families, and partner sites, at times collaborating with the Youth Program team.
- Develop, oversee, distribute tools and packets for Artist in Residence and teen participants as needed pertaining to Eliot School policies, expectations, philosophies, and procedures.
- Assist with coordination and facilitation of culminating events and exhibitions.
- Oversee ordering of supplies needed for the residency, tracking expenses and invoicing, while ensuring that program expenses stay within budget.

Qualifications & Skills

We hope for a combination of the following. Candidates need not fulfill every item, but we will weigh all these factors in our hiring decision.

EXPERIENCE

- Experience planning and facilitating events and/or art classes/creative youth development programs
- Demonstrated experience with youth and artists.
- Demonstrated ability to work and communicate well with stakeholders from diverse backgrounds.
- Experience using Microsoft Office Suite. (Adobe and Canva experience a plus.)
- Database experience (prior work with a fundraising database is a big plus)..

ATTRIBUTES

- Ability to work independently, collaboratively, and reliably.
- Positive outlook and problem-solving attitude.
- Exceptional attention to detail. Excellent time management and organizational skills.
- Excellent written, verbal, and interpersonal communication skills.
- A proactive approach and outcome-focused mindset, flexible and focused on solutions.
- Demonstrated experience with racial equity transformation in organizations or community efforts.
- Strong commitment to youth empowerment.
- Strong commitment to the Eliot School's mission of lifelong learning in craft and creativity for all.

ADDITIONAL QUALIFICATIONS

- Bilingual fluency a plus: Spanish, Mandarin, etc.

The Eliot School is an Equal Opportunity employer and is committed to maintaining a diverse workplace that is welcoming to all.

Salary & Benefits:

Salary commensurate with experience, \$25,000-\$30,000 part-time (additional hours possible). Health insurance (80% employer contribution); employer match for 401K retirement plan; paid family & medical leave; opportunity to negotiate combination of in-person/work from home, depending on program responsibilities.

To Apply:

Please fill out this survey and follow the code instructions:

<https://www.surveymonkey.com/r/FGLBKWP>

Send resume, cover letter and three professional references (with the 4 digit code from the survey) to Alison Crony Moses, Associate Director: acrony@eliotschool.org with “Artist in Residence Coordinator” in the subject line. We hope for a December 10 start date but will accept applications on a rolling basis until the position is filled. For job posting purposes, the deadline is listed as November 30, 2021. Please no phone calls.