

JOB DESCRIPTION

Part-Time Mentor/Artist New York Pilot Project

Summer: up to 21 hours per week (7 weeks beginning July 10; program hours are 5 hours a day, 3 days a week)

Academic Year: up to 14 hours per week (Sept 4 - Dec 22; program hours are 4 days a week; 2.5 hours a day)

\$28 per hour

Reporting to the Project Director/NYC the Artist/Mentor is responsible for the implementation of AFH's program mission within the context of the New York Pilot Project. In particular, this position focuses on the training, orientation and ongoing mentoring of teen artists.

Responsibilities also include participation in and assistance with New York based AFH functions and events. In collaboration with the New York Pilot Project team, the Artist/Mentor will focus on the execution of the pilot project, taking a holistic approach to leading mentees in the creation and production of a high quality artistic installation. The Artist/Mentor will ensure that the artistic vision of the client and/or collaborators informs the internal development process, and will implement quality control during the production process.

JOB DESCRIPTION

Part-Time Mentor/Artist

Reporting to the Director of the Studio, the Artist/Mentor is responsible for the implementation of AFH's program mission within the context of the Studio. In particular, this position focuses on the training, orientation and ongoing mentoring of teen artists, support for teens' portfolio development, and support of AFH's exhibitions program. Responsibilities also include participation in and assistance with AFH functions and events.

In collaboration with the AFH NYC Studio team, the Artist/Mentor works on external client projects as well as AFH internal projects, taking a holistic approach to creating and producing tangible and marketable products that generate revenue for the Studio and AFH at large.

MAJOR RESPONSIBILITIES

- Create an environment that maximizes teen members' success within the Studio by creating and communicating clear expectations for their participation while strengthening their understanding of the artistic process and recognizing STEAM moments; building their interpersonal communication skills (among team members; and as part of the client management and relationship building process); and ensuring their professional development.
- Design, implement, and lead the AFH training curriculum for teen artists.

- Collaborate with Studio Director to develop trainings, workshops and documented processes to share studio ethos and practices, lessons learned and how to troubleshoot problems as part of mentors' orientation and ongoing development
- Enthusiastically build a relationship with each mentee through active conversation and provide one-on-one instruction to youth participants.
- Be available to counsel and provide important information to youth regarding AFH activities and programs. In particular, enthusiastically promote academic support and educational opportunities (for example, tutoring, portfolio development and college readiness) as an important benefit to AFH employment. Be part of the solution!
- As a Mentor, provide direction and mentoring to teen members involved in client-driven projects, ensure that prospective/current clients' visions and aesthetics inform the artistic process, and implement quality control during the production process and prior to product delivery to clients, in collaboration with the Paint Studio Director.
- Educate and inform mentees on art history and current art trends.
- Provide leadership and design inputs for select projects, for both external clients and, as needed, AFH internal projects
- React to project adjustments and alterations promptly and efficiently, as well as troubleshoot any problems that arise during production.
- Communicate and make accessible all project goals and schedules related to projects in which you lead within the Studio.
- Contribute to, and involve teen members in, the implementation of project debriefs, notes to file, documentation (including photography of finished products), development of tear-sheets and archiving during the closing phase of the project cycle.
- Track teen member attendance/lateness, approve hours worked, evaluate mentee participation and create/maintain a contact list of all studio members.
- Provide mentorship in the use, cleaning and maintenance/repair of studio tools and equipment.