



Open Hearts Art Center AmeriCorps Job Description

Open Hearts Art Center (OHAC) is a supportive studio, gallery dedicated to representing and empowering adults with varied abilities to connect to and reach their full potential through the arts.

Location: 217 Coxe Ave, Asheville NC 28801

Position Title: Boundless Art Coordinator & Art Facilitator.

Reports to: Co-Executive Director of Arts & Events and Studio Manager

Contact: Debbie Harris (828) 505-8428 ext 102 Debbie@openheartsartcenter.org

Schedule: Monday-Friday 8:30am-3pm. Opportunity to extend to 4pm if needed for coordination.

Description of the Position:

Oversee all aspects of the Boundless Art Program and provide opportunities for connection to the arts happening outside of OHAC as a means of perspective, expansion, inspiration, and experience for our artists. The AmeriCorps member will also facilitate art classes as needed.

Boundless Art Principle Accountabilities:

- 1) Provide opportunities for connection to the arts happening outside of OHAC 2 times a week.

Opportunities to spectate the following but not limited to :

- Dance Performances
- Poetry Reading/Slam
- Theater
- Music Concert
- Busking/Street Performance
- Film/Movie
- Comedy Show
- Fashion Show
- Glass Blowing

Pottery Making
Weaving
Jewelry Making
Woodworking
Visits to Galleries and museums.

- 2) Provide opportunities to experience the following:
 - Land/Cityscape drawing in the field
 - Out to lunch at a restaurant
 - Fruit picking
 - Getting Ice Cream
 - Woodland nature walk
 - Historical sites

- 3) Coordinate transportation for artists without transportation to get to and from OHAC.
 - A) Field Transport Request Forms from Clients.
 - B) Make a transportation plan for clients using the following resources:
 - Staff in Cooperation with Program Management
 - Request needed units from Care Coordinators
 - Carpooling with other Participants
 - Mountain Mobility
 - OHAC Bus
 - C) Keep transportation information spreadsheet up to date

- 4) Coordinate transportation for artists to get to and from OHAC events (after hours).
 - A) Contact all artists to notify them of upcoming events and find their attendance status.
 - B) Make a plan for all artists to attend that would like to.

- 5) Provide artists the opportunity to gain skills, awareness, and experience in promoting and marketing their art works.
 - A) Coordinate trips to canvas community prior to art events
 - B) Coordinate trips to introduce OHAC artists to local businesses and have artists build the skill of asking to be featured, sell their work or commission them for mural work - in conjunction with Director of Arts

- 6) Provide artists the opportunity to fundraise for OHAC to continue the Boundless Art Program
 - A) Plan trips to practice and attempt to ask local businesses and artists to contribute items to the silent auction or for raffle use. Coordinate with Development & Communications Manager.
 - B) Plan trips to practice and attempt to ask local businesses to sponsor events. Coordinate with Development & Communications Manager.

- C) Prepare media packets for artists in conjunction with the Development & Communications Manager
- D) Plan trips for Artists to visit framers to request framing donations.

7) Provide artists the experience of giving their energy and time in service to populations that are also in need.

- A) Plan trips for the artists to volunteer, perform, lead art, and/or bring art at the following:
 - Retirement homes/communities
 - PEP Program
 - Children's unit at the hospital
 - Animal Shelters
 - Nature Center
 - Manna Food Bank
 - Meals on Wheels

8) Provide artists the social experience of maintaining relationships with the people and businesses that support them.

- A) Plan trips to hand deliver thank you cards and/or gifts to the people and businesses that have "invested" in them

9) Maintain the Health and Safety Needs Related to the Boundless Art Program

- A) Complete Boundless field trip checklist
- B) Develop a seating chart per field trip to ensure accommodations and safety.
- C) Maintain and update approved drivers list.
- D) Oversee any emergency and/or routine maintenance needed on bus
- E) Complete monthly vehicle inspection form.
- F) Annual legal inspections & registration.
- G) Provide semi annual or new hire training on Boundless Art procedures.
- H) Keep up to date the Emergency Traveling Binder

10) Promote awareness of the valuable abilities of our population in the community

- A) Attain OHAC t-shirts for each artist to wear on excursion days.
- B) Remind artists to wear their shirts on excursion days.
- C) Assign a photo or video documenter for social media usage – per excursion.
- D) Bring OHAC Brochures & Bio cards on excursions

11) Alert artists & caregivers of upcoming excursions and any important information they might need (sunscreen, extra clothes, picnic lunch) through:

- A) flyers
- B) social media
- C) call fire

12) Maintain the Boundless Art Program within its allotted Budget.

13) Coordinate all Boundless Art trips with the Program and Studio Managers.

Art Facilitation Principle Accountabilities:

Develop semi instructional art classes to lead to a group of 6-12 artists one/two days a week as needed. Assist in the classroom with artists who need hand over hand help.

Knowledge, Skill & Experience:

- Comfortable working with adults with Intellectual Developmental Disabilities (IDD). No prior experience required.
- Comfortable driving a 15 passenger bus. No prior experience required. (OHAC will provide training)
- Comfortable leading a group (with assistants) of 6-12 artists out in the public and in a classroom environment. No prior experience required.
- Able to work independently and as part of the team.
- Ability to plan, organize, direct and prioritize areas of responsibility
- Follow OHAC policies and procedures.
- CPR & 1st aid certified a bonus but not a requirement.

Minimum Qualifications:

- High school diploma
- Valid Driver's license & Clean driving record.
- Ability to pass a background check

Open Hearts Art Center is an equal opportunity provider that will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, nor political affiliation.

****Accommodations can be made for interview and service****

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