



The Center For Individuals
With Physical Challenges

The Center for Individuals with Physical Challenges Job Description and Announcement

Position Title: Visual Arts Instructor

Department: Adaptive Recreation

Reports to: Director of Programs and Volunteer Services

Job Classification: Non-Exempt/Full-time/Hourly

Job Summary:

To ensure services delivered at The Center in the Visual Arts Department are consistently of high quality and interest and are appropriately adapted to Members' abilities/needs so that the maximum number of Members can participate to the greatest extent possible.

Essential Job Duties/Responsibilities:

- Develop an art curriculum for *The Center* in which members have the opportunity to learn art history, fundamental art concepts and techniques, and the role art plays in culture and society at large. Develop strategies for teaching the curriculum with students of different abilities, interests and cultural perspectives.
- Plan and implement art programming and supervise the Art Studio, including teaching and facilitating classes in a full range of artistic media, staffing special art events, including workshops with guest artists, leading art tours, identify art outings, and assisting with managing art opportunities at community events.
- Provide information, as requested, to assist in grant writing efforts for the Art Department.
- Demonstrate professional behavior in working cooperatively as a part of a team, initiating ongoing professional learning and skill enhancement, generating ideas for new and enhanced programming, and maintaining client confidentiality and ethical boundaries.
- Accept responsibility for supervision of members involved in assigned activities.
- Work with art students/volunteers from the community and local art academic programs.
- Supervise students/volunteers assigned within the art program areas.
- Keep workspace and studio safe, clean, pleasant and orderly.
- Accept a flexible work schedule, which may include evening or weekend hours, as appropriate.
- Be willing to assist in other areas and activities as needed, including with special events.
- Manage and organize member art displays throughout *The Center*, including rotating and replacing available items as needed.

Minimum Required Skills/Abilities:

- Valid driver's license and acceptable driving record
- Computer skills for charting, tracking outcomes, checking emails, and utilizing the computer as necessary for work purposes.
- Willingness to assist students with adaptive modifications.
- Effectively instruct various art curriculum to small and large group settings.
- One-year experience providing adapted instruction to special population.

Required Education/Experience:

- Bachelor of Art, Graphic Design, or related field.

Preferred Education/Experience:

- Experience teaching art to individuals with varying physical/cognitive challenges

Preferred Skills/Abilities:

- Bilingual
- Able to communicate effectively using American Sign Language
- Interest and ability with various expressive arts
- CPR and First Aid Certification

Physical Requirements:

- Lift and maneuver at least 30 pounds of program supplies.
- Able to respond and assist in emergency situations, including fires, falls, spills, etc.
- Able to demonstrate flexibility and balance to squat, bend, reach, and safely climb step ladder to effectively hang and maneuver artwork for display and sales.
- Capable of maintaining the fast and constant pace of *The Center*.
- Demonstrate stamina to tolerate an active 8-hour work day and extended hours if needed.

This position is also available for part-time consideration. For additional information, contact Margie Crossno, Director of Programs and Volunteers, at mcrossno@tulsacenter.org or 918-794-4510.

Applicants may express interest by sending a cover letter and resume to Margie Crossno at mcrossno@tulsacenter.org.