

**POSITION DESCRIPTION FOR:**  
p:ear Art and Music Program Coordinator  
Full-Time, Salaried

**TO APPLY:** Please send resume and answers as PDFs to the questions in lieu of a cover letter to [jobs@pearmentor.org](mailto:jobs@pearmentor.org) with “Art and Music Program Coordinator” in the subject line. The job will remain open until full. Email only, no phone calls, please – phone calls will not be returned.

1. How will you use p:ear’s equity statement (see below) - to further advance equity within the Art and Music Program Coordinator position?  
Please provide specific examples.

2. Describe your experience visioning, building, and leading art and music-based programs. Please provide examples.

p:ear builds positive relationships with homeless and transitional youth through education, art and recreation to affirm personal worth and create more meaningful and healthier lives.

**EQUITY AND INCLUSION**

We believe in the young people at p:ear and in their unique, creative and powerful place in our community. In order to help youth live healthy and meaningful lives, p:ear must combat the structural and institutional systems and personal attitudes and behaviors that exist to create and perpetuate racial, social, economic inequities in our community.

p:ear respects and celebrates the diversity, creativity and strength of the p:ear community. Equity and inclusion are a priority across all parts of our organization from programs to administration to personal development. We commit to creating a culture of inclusion, self-reflection, and personal growth. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promote equitable and inclusive access to our programs. We do this work so we can live in a world where everyone has the opportunity to thrive.

p:ear is building dynamic relationships based on this understanding. Equity means examining our weaknesses and identifying disparities where they arise. It means aligning with needs and redistributing resources. Equity at p:ear means a thoughtful approach and compassionate action, which includes advocacy in the community and equity education in all areas that p:ear touches and beyond. Because p:ear is deeply rooted in compassion – which we define as a relational act of understanding another’s experience while providing a safe space – we commit to deep, program-wide and viscerally equitable practices for homeless and vulnerable youth as they access our programs. We call this love.

**Position Title:** Art Program Coordinator

**1 FTE:** requires frequent evenings and weekends

**Compensation: \$55,000.** Benefits include generous paid vacation, 100% employer paid health, dental, 2% Simple IRA match, short and long-term disability, 8 paid sick days, life insurance

### **POSITION SUMMARY**

p:ear is seeking an Art and Music Program Coordinator for a full-time position. The selected candidate will be a self-initiating, creative leader, thinker, and organizer with a background and proficiency in working with youth, the arts, gallery curation, and community partnerships, with a love for outward facing community and capacity building. This position requires working on-site as well as frequent evenings and weekends pending programming. This position requires a high level desire and ability to attend and interact in community engagement and networking events.

This versatile, creative, proactive, and collaborative leader and artist is responsible for working directly with youth in helping them navigate systems to aid in transitioning out of homelessness; creating art and music based programmatic workshops and activities; working closely with program volunteers and guest artists; maintaining and procuring art supplies; curating the gallery; representing p:ear in the larger PDX community; and furthering p:ear's mission by building meaningful and healthy relationships with youth, volunteers, donors, and community members. This position requires direct service with youth and staff on the floor during open hours of Safe Space operations, while simultaneously balancing daily administrative duties, attending events, and continuously innovating opportunities for youth.

The Art Program Coordinator will work collaboratively with all staff and reports directly to the Program Director.

### **REQUIRED VALUES / COMPETENCIES:**

- Must have the initiative and love for community building
- Desire to be in relationship with people and seek out new relationships / connections
- Committed to self-reflection and personal growth, with a high degree of humor and emotional intelligence
- Demonstrated experience working on issues of poverty and homelessness
- Commitment to youth-driven and youth-centered programming
- Creative Visionary
- Must be a positive and strong role model, have a collaborative, team-oriented work style, and strong strategic and problem-solving skills
- Highly proficient in working with youth experiencing severe levels of trauma

- Must be committed to non-violence, trauma informed care, through compassionate responses and restorative justice
- Must have awareness of one's own identity, an understanding of differences, and an excitement about building relationships cross-culturally
- Strong commitment to advancing equity and inclusion and creating and maintaining a diverse environment
- Ability to learn and build on the varying cultural and community norms of p:ear youth and the p:ear donor community
- Self-initiating, independent and highly motivated
- Able to work in a stressful, sometimes chaotic as well as physically and emotionally demanding environment
- Strong leadership skills with capacity to be deadline-oriented while balancing extensive programmatic visioning
- Willingness to take risks and seek innovative solutions

## **ESSENTIAL DUTIES / RESPONSIBILITIES**

### ***Safe Space (Drop-In) Support:***

- Staff Safe Space during hours of operations
- Develop healthy, mentoring relationships with youth
- Create a safe, supportive and structured environment
- Build and expand a dynamic and evolving art and music program
- Able to work effectively in a highly chaotic, unpredictable and loud environment
- Support program unity by participating in a team approach when providing services
- Build strong relationships / partnerships with volunteers and community partners
- Support onboarding and mentoring of new staff members
- Participate in daily scheduled activities and projects
- Together with other staff, prepare the facility each morning, clean and organize at end of work day
- Aid in taking in and organizing all incoming donations
- Work with other staff to support the general needs of the program and seek interdisciplinary opportunities for learning
- Assist with intakes and data entry for p:ear participants, including youth and volunteer attendance for daily open hours and activities such as workshops and field trips happening in and out of p:ear

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### ***Art Workshops:***

Actively make art with youth while also creating, collaborating, and coordinating artistic workshops with multiple mediums that work in tandem with the p:ear Art Gallery and Going Places program

- Create themes for gallery shows and coordinate workshops
- Secure artists for workshops that stimulate creative expression, joy and a sense of pride in youth
- Recruit and mentor both community guest artists and in-house artists that instruct youth in a variety of different art mediums
- Maintain and organize art supplies and track donations
- Insure appropriate materials are available for workshops
- Expand community partnerships to increase workshop & programmatic offerings
- Build and maintain relationships with individuals and local businesses to facilitate in-kind services and material donations
- Facilitate BIPOC artist-in-residence program including the recruitment and onboarding of a diverse group of engaging artists and offering the support and direction they need to succeed

#### ***Art Gallery:***

##### **Display and sell youth art in the context of a professional gallery**

- Secures guest artists for gallery
- Curate youth art
- Lead volunteers to organize art storage room, frame youth art, hang all art and maintain gallery space and walls
- Input youth and guest art, make labels and label art
- Responsible for all art from moment of intake, through storage to getting sold piece to buyer & all payments accounted for and distributed
- Hosts 1<sup>st</sup> Thursday
- Organizes 1<sup>st</sup> Thursday volunteers
- Responsible for creating off site shows in the community
- Increase vitality, exposure and sales in the gallery

#### ***p:ear Jam - p:ear's music program:***

- Work with volunteers to foster a vibrant music experience for youth
- Insure both group and individual music lessons for youth
- Maintain inventory of musical instruments and equipment. Arrange for repairs, upkeep and replacement
- Partner with outside music based organizations

#### ***Going Places:***

##### ***Introduces youth to new cultural experiences in the community:***

- Makes and maintains strong and healthy relationships with music, theater, dance, etc. organizations to provide tickets for youth
- Insures youth are aware of events and have access to tickets

- Insure youth have transportation to and from venue
- Insure proper adult support at event

### ***Tech Tuesday***

- In collaboration with the p:ear Works program, facilitate the 8 week paid training program
- Create curriculum and engage volunteers to teach the Adobe creative suite to youth for computer and art skill building
- Partner with outside businesses and organizations to build out projects for each cohort; projects have included: skateboard, clothing and shoe design

### ***Administrative / Organizational Support:***

- Maintain accurate records & meet all database input needs when appropriate
- Actively participate in fundraising events of p:ear
- Represent p:ear in the community (at events, fundraisers, and learning opportunities)
- Attend and participate in weekly staff meetings and monthly in-service
- Manage Art program budget

### **Application Guidelines / Contact**

Please send resume and cover letter to **tony@pearmentor.org** with “Art Program Coordinator” in the subject line. The job will remain open until full. Email only, no phone calls, please – phone calls will not be returned.

### **Work Environment**

This job operates in an often chaotic, loud environment. This role routinely uses standard (kitchen and) office equipment such as stoves, commercial dishwashers, microwaves, refrigerators, freezers, computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk and work on cement flooring for long periods of time; lift and carry up to 50 lbs with frequent bending and kneeling as well as standing for long periods and routinely climbing and descending stairs on a daily basis.

### **COVID-19 considerations:**

All employees are required to provide proof of vaccination. Masks are required no matter your vaccination status.

### **Travel**

Occasional Travel + Overnight Travel Required

**AAP/EEO Statement**

It is the policy of p:ear to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, p:ear will provide reasonable accommodations for qualified individuals with disabilities.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.