



## MRC Industries, Inc. Job Posting

<b>POSTING DATE:</b>	November 16, 2015
<b>POSITION:</b>	Art Instructor II
<b>HOURS:</b>	Full-time, 40 hours/week
<b>REPORTS TO:</b>	Program Coordination Unit Manager
<b>JOB ORDER:</b>	073
<b>HOURS:</b>	Full-time/40 hours per week
<b>POSITIONS SUPERVISED:</b>	None
<b>STATUS:</b>	Non-exempt

### **Summary of Responsibilities:**

The Art Instructor II will assist the Program Coordination Unit Manager with providing a person-centered and safe environment for the artWorks Enterprise by exposing and facilitating the creation of a variety of art media and allowing the participants to use their own ideas in creating art to sell. Provide training, information and assistance to staff and volunteers so they can work effectively with the artists. Ensure artWorks cleanliness, display of merchandise and maintenance of supplies. Communicate with the Program Coordination Unit Manager as needed. Promote artWorks to family members, guardians, staff consumers, and the larger community.

### **Essential Duties and Responsibilities:**

1. Work hands-on with artists to motivate and stimulate creativity, innovation, and independent problem solving to help artists reach their highest potential in the art market.
2. Foster progress through positive reinforcement, modeling positive employment behaviors, and giving constructive feedback. Enable the artists to be as independent and self-sufficient as possible.
3. Possess knowledge of current trends in art in the community.
4. Maintain accurate and up-to-date progress notes.
5. Work with customers in the store front, greeting customers, making sales, and being responsible for monies collected.
6. Instruct artists in proper care and use of tools and supplies.
7. Ensure the cleanliness and attractive display of merchandise. Assist in the hanging and presentation of artwork for sale.
8. Participate in art shows and events to promote the artists' work.
9. Ensure compliance with health and safety protocols.
10. Ensure that recipient rights and confidentiality are protected in accordance with agency policy and the Michigan Mental Health Code.
11. Provide orientation and train staff and volunteers to work with consumers. Provide information and assistance to staff and volunteers so they can work effectively with the artists.
12. Ensure smooth operation of activities and communicate pertinent information and changes to Program Director.
13. Maintain ongoing communication with participants' families and supports coordinators regarding their progress and development. Ensure satisfaction with services offered.
14. Record and track artwork as it is dispersed into the community. Provide accurate and complete records of all artwork and contractual agreements on sales by galleries and other venues.
15. Maintain the organization and storage of all supplies at the studio. Conduct regular inventories of supplies and purchase necessary supplies when needed.

16. Promote artWorks to family members/guardians, staff, consumers and the larger community as an opportunity that strengthens artistic skills and employment skills and provides a venue to develop a vocation and earn an income.
17. Perform employee orientation, training and development for the unit.
18. Verify weekly consumers' attendance records.
19. Perform monthly safety inspections and coordinate scheduled drills.

**Non-Essential Duties and Responsibilities:**

1. Assist in problem solving with the McKercher Program Director when space and tenant issues arise, incidents occur and clinical discussion and strategies need to be implemented.
2. Other duties as assigned by the McKercher Program Director.

**Position Requirements – Essential:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum 3 years in a service industry
2. Minimum 3 years supervising Art Instruction OR a 2-year degree and 2 years' experience OR a 4-year degree and 1 year experience required
3. High School Diploma or equivalent required.
4. Ability to provide artistic guidance and direction in a wide variety of art media. Must have the ability to balance the mission of independence with the objective to produce artwork with market value.
5. Experience working with adults with developmental disabilities or mental illness preferred
6. Must have human relations skills sufficient to interact effectively with customers/employers, consumers, families, co-workers, and service team members
7. Energy and enthusiasm to create a positive response to people with disabilities.
8. Ability to learn and teach a variety of art techniques. Demonstrated ability and time management skills to perform tasks independently as assigned
9. Excellent oral, written, and interpersonal communication skills to write clinical service plans/goals and successfully interact with customers/employers, consumers, families, co-workers and service team members.
10. Ability to effectively problem solve with service teams and participants.
11. Must be effective in providing motivation and innovation when working with the artists.
12. Must have valid Michigan driver's license, good driving record and the availability of a licensed, insured vehicle for use on the job. Must also pass recipient rights screen.
13. Schedule must be flexible to accommodate some evenings and weekend activities.

**Working Conditions**

1. General retail store environment

**Physical Requirements**

1. Able to squat, reach, lift, carry 25 pounds, and tolerate prolonged standing.
2. Ability to meet intervention certification requirements.
3. Must have visual discrimination to differentiate between colors.

PAY RANGE: \$12.00 - \$17.40 per hour

TO APPLY: Submit your application and resume online at [www.mrcindustries.org](http://www.mrcindustries.org).

DEADLINE: Friday, December 4, 2015 at 5:00pm