

## JOB DESCRIPTION

- Program:** Art and Employment Department
- Position:** **Product Skills Trainer**
- Responsible to:** Department Administrator or Department Supervisor
- Position Description:** Product Skills Trainer assists Lead Artists with development of art projects and production of artwork and craftwork to be sold in the community created by artists with developmental disabilities.

### Duties & Responsibilities:

#### A. Studio Preparation and Goal Tracking

1. In conjunction with Lead Artists support in the creation of written lesson plan, goals and objectives created from six-month studio block.
2. Foster an atmosphere of self-advocacy within the studio.
3. Focus on techniques that make an artist more successful in their art endeavors.
4. Work with Lead Artists to request teaching supplies and equipment purchase requests to your supervisor via purchase orders.
5. Keep work area clean, orderly, safe and accessible to all participants.
6. Provide every other week to monthly progress notes on each participant's progress on annual and studio goals.

#### B. Production

1. Work with participants to fill orders requested by supervisor or Lead Artists.
2. Teach participants necessary tasks used in production.
3. Break down difficult production tasks using task analysis so participants can learn complicated tasks step by step.
4. Meet delivery deadlines for product completion.
5. Communicate production problems to the Lead Artists or Supervisor.

6. Keep accurate records of individual and collaborative artist production for accurate sales, sales tax and future payment to artists.
7. Organize participant production and assist as needed with their work.

**C. Sales**

1. Work closely with Planning Director, Lead Artists and/or your supervisor to identify sales trends.
2. Assist participants in pricing and valuing artwork for sale in the marketplace through Southside Art Center's and other galleries.
3. Coordinate necessary activities to satisfy your supervisor, such as timely delivery of orders and shipping orders accurately.
4. Helps with Gallery support and training when needed and requested by you supervisor.

**D. Inventory Control**

1. Count inventory as needed.
2. Update and adjust inventory on a timely basis.
3. Order supplies as needed.
4. Identify participant work.

**E. Support and Training to Participants**

1. Use assessment tools to determine individual participant needs.
2. Support and train participants according to their individual needs in the areas of personal hygiene.
  - a. This training may require physical assistance to participants.
3. Promote the development of participant self-esteem and problem solving abilities by participating as a helper in Self-Advocacy group processes.
4. Intervene in crisis situation by assessing the emergence and prioritizing the needs.
5. Train participants in pedestrian safety when in the community.

6. Timely coordination, recording and electronic transmission (through word processing and email) of participant progress notes, I.D. notes, Special Incident Reports (SIRs), Individual Service Plans (ISPs), etc.
7. Provide on-going communication about progress to participants, their families, residential providers, Regional Center service coordinators and significant others.
8. Other activities as requested by your supervisor.

**F. Community Relations**

1. Educate the general public about the talents and abilities of people with developmental disabilities.
2. Network as needed with participant support systems.
3. Network with other professionals in the art field.

**G. Professional Training and Development**

1. Attend First Aid Seminars as required by agency.
2. Attend scheduled agency in-service programs.
3. Attend agency staff retreats.
4. Attend scheduled community trainings as required by your supervisor.

**H. Desired Personality Traits for Product Coordinator Applicants**

1. Flexibility to tolerate an environment that changes often as a result of changing participant needs.
2. Ability to creatively think of ways that participants can find success from their efforts.
3. Commitment to respect the participants with whom you work.
4. Willingness to physically assist participants with daily needs when necessary.
5. Ability to be organized and systematic in doing several different tasks in a relatively short period of time.
6. Ability to work in a non-supervised environment when necessary.
7. Ability to communicate clearly in writing.

8. Ability to communicate electronically through word processing and email for reporting purposes.
9. Ability to act calmly in an emergency situation.
10. Demonstration of a good sense of humor.
11. Desire to be a supportive team member with other program staff.

**J. Applicant Requirements**

1. High School Diploma or equivalent required.
2. Demonstrated ability and experience in an art and/or craft production environment.
3. Some college related to the arts preferred.
4. Previous experience in Human Services Field helpful.
5. Effective verbal and written communication skills required.
6. Physically able to assist participants with daily living skills, pedestrian safety, use of public transportation, etc.
7. Possession of a valid driver's license, proof of current insurance, a reliable car, and a clean DMV required.
8. Standard First Aid and Adult CPR/AED required to begin position.
9. Possession of or ability to use a computer in order to effectively submit reports electronically through word processing and/or email
10. All applicants must be free from substance abuse.

**\*\*The State Licensing Department must approve final hiring decisions.**

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**I have read and understand this job description and its expectations and duties:**

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**Printed Name**

**Signature**

**Date**