



PROJECT ROW HOUSES

Project Row Houses (PRH)

Position: CREATIVE COACH

Status: Full-time | Exempt

ABOUT PRH

Project Row Houses is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities.

Project Row Houses occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-African neighborhoods. The site encompasses five city blocks and houses 39 structures that serve as home base to a variety of community enrichment initiatives, art programs, and neighborhood development activities. The Project Row Houses model for art and social engagement applies not only to Houston, but also to diverse communities around the world.

ABOUT THE CREATIVE COACH

The Creative Coach is a full-time position at Project Row Houses, reporting to the Director of Neighborhood Development and Community Enrichment Initiatives. This position is grant funded for 1 year, with a potential to be refunded with the next granting cycle.

A key responsibility of this position will be to provide one-on-one coaching to participants of Project Row Houses' community wealth-building for artists and creatives model, the Building Blocks of Creative Careers (BBCC).

The BBCC is a special track of the Financial, Artistic, Career, and Empowerment Center (FACE) program, is an integrated services delivery model that focuses on improving the financial situation of low-to-moderate income families by helping people boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building. Artists and creatives who choose the BBCC track can also access mentorship, monthly field trips, and creative coaching.

SUMMARY OF POSITION:

Provide supportive creative coaching to help participants develop their artistic practice, access professional development resources and networking opportunities, establish goals and create achievable action plans. Teach Business Skills for Artists and Creatives workshops (i.e., writing an artist statement and bio, applying for opportunities as an emerging artist, how much to charge for your work, etc.) to large and small groups. Cultivate relationships with artists and institutions that lead to opportunities for program participants. Assist in executing programs

such as monthly field trips, the Artist Mentorship Program, and other public programs. Maintain accurate and detailed client records. Encourage and support participants through relevant coaching with our FACE (Financial, Artistic and Creative Empowerment Center) coaches. Work with FACE coaches to target and tailor workshops towards participants.

START DATE: As soon as February 1, 2024

HOW TO APPLY: For confidential consideration, please submit your cover letter and resume to **Libby Viera-Bland** at LVBland@projectrowhouses.org. No phone calls please. Applicants whose candidacy is being considered will be contacted. We are looking to fill this position as soon as possible and candidates will be considered on a rolling basis.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assess clients' needs to develop their artistic or creative practice.
- Network and maintain contact with artists and institutions to cultivate relationships and develop opportunities for clients.
- Provide professional development resources specific to artists and creatives to remove barriers.
- Provide and/or support individual and small group Business Skills for Artists and Creatives workshops.
- Assist clients with developing their artistic practice, including accessing resources to gain technical skills, setting goals, applying to opportunities, networking, etc.
- Assist with monthly field trips and management of the Artist Mentorship Program.
- Maintain accurate client files and enter client information into Salesforce data management system.
- Complete monthly and quarterly data and narrative reports on program performance.
- Attend required Professional Development workshops and conferences.

KNOWLEDGE, SKILLS, AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities required.

- Flexible, with an entrepreneurial spirit. Willingness to participate in a pilot program.
- Demonstrated commitment to social change and ability to think strategically regarding issues related to shared prosperity and social justice.
- Technical capacity that includes resources, skills, experience, knowledge, and aptitude for responsibilities of the position.
- Impeccable interpersonal skills and the ability to work effectively with the full spectrum of partners and community members.
- Excellent verbal and written communication skills and the ability to work cooperatively with diverse groups. Understanding of issues related to poverty, homelessness and the governmental, educational, and social service systems that serve low income people.
- Strong customer service orientation.

- Sensitivity to the needs of individuals who are experiencing homelessness, are differently abled, are impacted by domestic violence, substance abuse or other barriers to employment.
- Demonstrated understanding of the intersection of racism and poverty.
- Strong proficiency in multiple software and database systems including Microsoft Office Suite and Salesforce. Ability to learn new systems.
- Passion for the mission, vision, and values of Project Row Houses.

EDUCATION/EXPERIENCE:

Minimum qualifications:

- Bachelor's degree from **an accredited university in art, education, or related field**. An equivalent combination of experience and education will be considered.
- 5-10 years' experience in art and administration, including experiences teaching/tutoring, providing one-on-one coaching, and involvement in the Houston art community.
- Successful experience coaching non-traditional adult learners with varying learning styles and artistic backgrounds.
- Demonstrated experience performing work related to client recruitment and enrollment, goal assessment and planning, artist opportunities, occupational training, records maintenance and outcomes reporting.
- Experience working with communities of color and people from different cultures than your own.

WORKING CONDITIONS (TRAVEL, HOURS, & ENVIRONMENT):

- This is a full-time, exempt / salaried position with benefits.
- Candidates are required to be based in Houston, TX before starting with PRH.
- The position is not likely to require travel outside the greater Houston area.
- PRH is currently operating on a hybrid schedule; this position is expected to be in the office at least two days per week.
- Characterized as primarily sedentary work requiring exertion up to 10 pounds of force to lift, carry, push or otherwise move objects.
- Some duties will be performed in a traditional office environment; duties may also be conducted in a variety of traditional and nontraditional community settings.
- Evenings and weekends are regularly required, but typical schedule can be arranged and staggered to compensate.

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Project Row Houses' requires employees to be fully vaccinated against COVID-19 in advance of

the first business day for which they are scheduled to perform work. Accommodations may be granted where they do not cause Project Row Houses undue hardship or pose a direct threat to the health and safety of others.