



ABOUT ROOT DIVISION

Founded in 2002 by three MFA graduates from San Francisco Art Institute (SFAI), Root Division was born to constructively address the primary needs facing Bay Area emerging artists. Its unique arts ecosystem embraces four interconnected programs: artist studios, youth education, adult education, and exhibitions/events showcasing local artists.

Today, Root Division's comprehensive programs are a launching pad for artists, an incubator for arts educators, a door to creativity for youth, and a bridge for the public to become involved in the arts. Giving back to the community is essential to our unique model where artists receive subsidized studio space in exchange for volunteering their time to teach art classes to adults and low-income youth and produce public programming. Root Division plays a pivotal role in sustaining the Bay Area's arts community by directly working with hundreds of artists and students each year, with a focus on those from marginalized communities.

Learn more about [Root Division's Mission and History](#)

THE OPPORTUNITY

Root Division is seeking a thoughtful, organized, and collaborative Youth Arts Coordinator to support the implementation and growth of Root Division's youth arts education initiatives. This position will coordinate the Creative Futures Fellowship, a year-long arts education and mentorship program serving public high school students across San Francisco, while also serving as the primary coordinator for Root Division's three school-year teaching artist fellowships: the Black Teaching Artist Fellowship, Filipinx Teaching Artist Fellowship, and Latinx Teaching Artist Fellowship.

The Youth Arts Coordinator will play a central role in supporting teaching artists, students, schools, and community partners while helping create meaningful and culturally responsive learning environments for youth participants. Working closely with the Executive Director and Studios Program Manager the position will oversee day-to-day program logistics, support curriculum implementation, conduct site observations, and provide coaching and mentorship support to teaching artist fellows.

This is an exciting opportunity for someone passionate about arts education, youth development, and building equitable pathways into the arts.

KEY RESPONSIBILITIES

- **Program Coordination:** Coordinate logistics for the Creative Futures Fellowship and school-year teaching artist fellowship programs, including scheduling, materials preparation, attendance tracking, stipends, and daily program operations.
- **Teaching Artist Fellowship Support:** Serve as the primary contact and coach for the Black

Teaching Artist Fellow, Filipinx Teaching Artist Fellow, and Latinx Teaching Artist Fellow, providing ongoing communication, guidance, and implementation support throughout the school year.

- **Site Partnership Coordination:** Maintain relationships and communication with school and community site partners to support successful program delivery and address program needs as they arise.
- **Classroom & Program Support:** Conduct onsite visits, maintain inventory of educational supplies, and provide constructive feedback for teaching artist fellows and program staff. Ensure classrooms, storage areas, and shared program spaces are maintained in a clean, organized, and welcoming condition. This position will also work closely with the Facilities Coordinator for on-site needs when classes are held at Root Division.
- **Student & Family Engagement:** Build strong relationships with students and families through regular communication and ongoing support.
- **Curriculum & Program Development:** Collaborate with staff and teaching artists on curriculum planning, program evaluation, and responsive adjustments based on student needs and feedback.
- **Administrative Support:** Assist with participant applications, onboarding, consent forms, transportation coordination, data tracking, and reporting.
- **Event & Exhibition Coordination:** Support the planning and execution of student exhibitions, presentations, receptions, field trips, and public programs.
- **Community Partnerships:** Help coordinate relationships with schools, community organizations, guest artists, and creative industry partners.
- **Equity & Inclusion:** Ensure all program activities reflect Root Division's commitment to accessibility, inclusion, and culturally responsive education.

WHAT YOU'LL BRING

- Experience working with youth in arts education, community programs, schools, museums, or nonprofit settings.
- Experience supporting or supervising teaching artists, educators, mentors, or youth program staff is highly desirable.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with artists, educators, students, families, and community partners from diverse backgrounds.
- Interest in contemporary art, youth development, and creative career pathways.



YOUTH ARTS COORDINATOR

- Experience with Google Workspace, spreadsheets, scheduling tools, and general administrative systems.
- Ability to work some evenings and weekends in support of program activities and events.
- Bilingual skills are a plus.

WHY JOIN ROOT DIVISION?

- **Make a Difference:** Help shape transformative arts education programs for San Francisco youth.
- **Creative Community:** Work alongside artists, educators, and cultural workers committed to equity and creative empowerment.
- **Professional Growth:** Gain experience in program development, arts administration, youth engagement, and teaching artist mentorship.
- **Mission-Driven Work:** Contribute to an organization deeply invested in artists, education, and community connection.
- **Flexible Structure:** This is a part-time position with a flexible schedule based around program needs and key events.

This is a **part-time, non-exempt position** scheduled for approximately **20 hours per week**, generally Monday through Friday, with occasional evenings and weekends required for special events and programs. Compensation is **\$28.85 per hour** and includes prorated paid time off, access to free art classes and professional development opportunities. Root Division offers a flexible, hybrid work environment; however, the responsibilities of this position require a regular on-site presence and are not conducive to fully remote work. Staff may work remotely up to one day per week, with the remainder of the schedule spent on-site at Root Division.

Root Division is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, please send a cover letter noting the reason for your interest in the position and a resume to: employment@rootdivision.org