

Call for Applications: Studio Manager



Type: Part-Time, 28-30 hours per week

Preferred Hours: Monday: 9-5pm / Tuesday: 2-9pm / Wednesday: 9-5pm / Friday: 9-1pm
Some evening & weekend hours required

The Studio Manager works closely with the Executive Director to support all programming connected to the use of our physical studios, focusing on maintaining a conducive artistic environment for all that utilize our Spudnik Press Cooperative. Studio Manager will be the main point of contact for all constituents of Spudnik Press and must be well-versed in multiple printmaking processes.

On a daily basis, the Studio Manager will balance responsibility across many programs. This is a fast-paced job that requires impeccable organization, project management skills, teamwork and executive decision-making. The Studio Manager will act as an Office Manager for the entire organization. Additionally, the Studio Manager will act as the direct Manager of all Studio Use, Young Artist Programs and Memberships, the Assistant Manager for all our Education Programs and will provide general support for all other Spudnik Press programming including Exhibitions, Publishing, Residencies, and all development efforts.

The role of Office Manager includes answering phones, opening mail, ongoing record keeping, documenting all income and expenses, creating monthly financial reports, and maintaining a robust database of contacts including students, donors, studio users, and professional contacts.

As Manager of Studio Use programs, Young Artist programs and Annual Memberships, this position will bring leadership and vision to these departments of Spudnik Press Cooperative. Responsibilities include but are not limited to maintaining program budgets, leading Orientation sessions, maintaining all supplies and equipment, organizing private events and field trips, and interviewing and managing interns, volunteers and Studio Assistant Fellows. Our Annual Membership program involves membership processing, creating annual gifts and leading member meetings, field trips, portfolio exchanges and volunteer opportunities.

Assistant Manager of Education responsibilities include acting as a registrar for classes and workshops, uploading class offerings to our website, providing support to our Teaching Artists, organizing Drink & Draw events and teaching private workshops that fall during regular business hours. General support for other Spudnik Press programs includes processing online art sales, managing the Annual Member Art Sale, staffing exhibition openings and serving on planning committees for our annual fundraisers.

This position is scheduled to become a full time (36-40 hours/week) position in 2016 and responsibilities will be expanded to include management of the Publishing Program. *For more information about Spudnik Press, please visit www.spudnikpress.org.*

Key Skills & Qualifications:

- Extensive experience creating professional-quality fine art prints utilizing multiple printing processes.
- Project management experience
- Outgoing demeanor and strong communication skills
- Outstanding organizational skills
- Strong analytical skills
- Experience creating and maintaining budgets
- Prior teaching experience

Compensation is \$15/hour. Benefits include paid time off, waived tuition for all Spudnik Press classes, and unlimited access to all materials and equipment.

To apply, please send e-mail with resume and cover letter to angee@spudnikpress.org.