

Job Description: Studio Manager

Job Purpose:

Working with and reporting to the Artistic Director, the Studio Manager is the primary lead in oversight and day-to-day management of the Ceramics and Printmaking studios as well as a key support person for the Artist-in-Residence program in all five Art Colony studios.

Primary Duties and Responsibilities:

Studio Management (approx. 24 hrs/wk)

- Oversee studio access program the ceramics and printmaking studios, including
 - Support and sustain a positive, safe, and welcoming studio space for all users
 - Manage studio application process - written, interview, evaluation
 - Schedule and conduct orientations and rentals as well as exit protocol when renters cease being renters
 - Maintain studio supplies, materials and equipment; purchase as appropriate
 - Ensure overall ceramic and print studio operations run smoothly between core renters, students, punch card users, residents and visitors
 - Specific responsibilities in the ceramics studio include but are not limited to:
 - Glaze mixing as well as training renters on this task
 - Firing schedule
 - Space organization and delegation
 - Clay trap maintenance as well as training renters on this task
 - Recycling clay as well as training renters on this task
 - Clay and glaze, etc. orders
 - Maintenance and record keeping regarding maintenance for kilns, wheels and motors, pugmill, slab roller and trouble shooting repairs with various technicians as needed
 - Support studio set up and turn over in all five Art Colony studios
 - Monitor medium-specific studio open hours (scheduled in advance)
 - Meet with ceramic studio core renters on a regular basis
 - Manage and resolve conflicts among studio users
 - Meet with print studio tech on a regular basis

Artist-in-Residence (approx. 8 hrs / wk)

- Serve as initial reviewer of SlideRoom applicants
- Respond to questions from prospective applicants
- Schedule accepted applicants upon consultation with the Artistic Director
- Greet and orient artists to lodging and studio upon arrival; ensure departure is compliant with exit rules for the studio and lodging
 - Includes assisting with AiR welcome packets
- Respond to questions from and provide support to on-site residents
- Support community engagement / open studio activities as needed

Administrative and Program Support (approx. 8 hrs / wk)

- Manage filing system for studio access programs; track KPIs

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- Answer phone inquiries, general emails and reroute as appropriate
- Rotate on-call duties with other staff

Preferred skills / experience

- Comprehensive knowledge of ceramics, use and maintenance of electric wheels and kilns, glaze formulas and mixing, recycling clay, and general studio operations.
- Experience managing community access programs.
- Knowledge of printmaking is preferred but not essential.
- Superb customer service skills and ability to navigate / manage cooperative studio relational situations.
- Strong ability to establish and maintain professional boundaries and enforce studio protocol.
- Strong computer skills: google drive, spreadsheets, pdfs, etc.
- Job requires the ability to lift and move heavy boxes (e.g. 50+ pounds), equipment, furniture, etc. as well as the ability to set up / collapse / transport tables, chairs, easels, etc. and go up and down stairs multiple times per day.

Salary

- \$40,000 per annum

Benefits

- Assigned access to ceramics studio
- 2% of salary into employer SEP-IRA
- 20 days PTO
- Annual office closure between December 24 and January 1

Send questions and applications to: director@grandmaraisartcolony.org

Please send your resume and answers to the following questions:

1. Please describe your experience with equipment / facilities oversight or management [300 words]
2. Please share an experience where you had to manage different personalities [300 words]
3. Please tell us about a time where you enforced rules or boundaries despite pushback and a time where you made an exception to the rules and why [300 words]
4. Please outline how you prefer to learn or which ways you believe you learn best [300 words]

Deadline for Applications: Friday, October 28, 2022. We will begin reviewing applications immediately.

Expected start date for the position: January 2023