Resident Artist – Woodturning

Reports to the Program Director and Program Scheduling Manager for program development and class scheduling. Reports to the Program Operations Manager for studio care and maintenance and instructor needs.

Position Summary

The Resident Artist of these program areas successfully manages the woodturning studio and instructor selections. This contract position requires ability to dedicate 45-55 hours per month (on average) to the care of the studio and program. Weekend work is necessary to maintain the studio between class sessions. Advanced experience in woodturning and knowledge of artists and trends in the woodturning field are expected; basic administrative skills are also needed, with some computer work. A Folk School Resident Artist should live within reasonable driving distance to the school (several hours) to respond to class needs quickly, as they arise.

Position Responsibilities

• Strategically develop a schedule of woodturning classes to maximize enrollment, to ensure student satisfaction, and to support the mission of the Folk School. This includes the ability to locate quality new instructors who are a fit for the school. Knowledge of national woodturning instructors, their specialties, and media trends are highly beneficial. It is also expected that the Resident Artist shall engage with students whenever possible to learn their wishes for future classes.

• Monitor enrollment and hire assistant instructors as needed.

• The school provides wood for resale to students, relieving instructors of the burden of transporting wood for sale in class. This requires that the Resident Artist proactively determine the best option for ordering quality and sufficient wood appropriate for class enrollment and ensure arrival by the class start date.

• Set up studio prior to classes, based on instructors’ needs.

• Greet instructors upon arrival, and orient new instructors to the studio.

• Troubleshoot classes during the week as needed or if issues arise (on call).

• Monitor student comment sheets about the program and coach instructors regarding class content and delivery as needed.

• Care for studio tools & equipment (lathes, hand tools, band saw) to keep them operating safely and efficiently. The Resident Artist should repair equipment as his/her skills allow, sourcing help from the Maintenance department or outside contractors as needed.

• Do general studio (interior) cleaning & organizing between classes; tidy exterior as needed.

• Develop and manage annual operating budget for the Woodturning area. Work with Executive Director on capital needs and partner with Development office and Finance to access restricted funds for studio equipment funded by donors.
• Work with the Marketing department in promoting woodturning classes. This may include attending one or more woodturning conferences annually, funded by the school.

• Support other special programming, such as Friends & Family Day (studio open house), Fall Festival, and future activities to be developed, including the potential for evening or Saturday youth/community programs.

Education and Experience Requirements

• High school diploma required.

• Experience as a studio artist or woodturning instructor in an educational setting.

• Preferred candidate also has knowledge and understanding of the Folk School. It is a plus to have taken one or more classes here and/or to have taught or assisted in our Woodturning classes.

Desired Personal Characteristics

• Energetic and hard-working

• A friendly team player who relates well to others

• Self-motivated, highly organized, detail-oriented, and able to multi-task

• Ability to problem solve

• Very effective in written and oral communication

Physical Demands

This position requires travel and the ability to drive a car. A current driver’s license is required. The position requires that the contractor be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this contract position may frequently require the use of hands to finger, handle, or touch objects, tools, or controls. The contractor must occasionally lift and/or move heavy objects or boxes, up to 50 pounds. While performing the duties of this job, the contractor will likely need to sit and to work at a computer. This position requires fluency in English.

Applications

Please submit the following materials by email to jobs@folkschool.org:

1. Cover Letter that details your experience and knowledge in woodturning and studio management, reason for applying, and mutual benefits this position would provide -- benefits you bring to the program, and how you hope to grow from the experience.

2. Resume or Curriculum Vitae

3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.