Studio Manager
Reports to the Programs Director

Position Summary

The Studio Manager will manage a team that is responsible for the operations of the Folk School’s 17 studios. The position will be responsible for executing or arranging equipment maintenance, studio safety, coordinating studio use with key staff, and managing day to day studio operations to maximize the student and instructor experience. They will work with Studio Coordinators to develop and manage capital and operating budgets and restricted funds for all studios. They will work closely with the Programs Director to oversee the development and implementation of a revised management model that provides a balanced workforce of contract Resident Artists, contract Studio Assistants and full-time employed Studio Coordinators. This position reports directly to the Programs Director and will work collaboratively across departments to help reach the goals of the newly established strategic plan and further the Folk School’s mission, vision, and values. This is a full-time, benefits eligible, salaried exempt position.

Studio Operations

- Lead Program Operations team to ensure the smooth and safe day to day operations of all studios.
- Support Resident Artists and Studio Coordinators in the planning and execution of regular equipment maintenance and needed repairs.
- Support Resident Artists and Studio Coordinators in the planning and coordination of all studio improvement requests, purchases and sales of equipment.
- Work collaboratively with Programs staff and Buildings and Grounds to maintain high safety standards and work towards ADA compliance. Manage and evaluate studio safety procedures and staff/instructor training.
- Serve as liaison between Programs Director, Studio Coordinators, Resident Artists, and key staff from other departments regarding studios.
- Work with Buildings and Grounds to plan annual and long-term facilities improvements.
- Manage vendor yearly agreements, relationships, and related documentation. Support operations staff in purchasing and delivery.
- Work with Programs staff and the IT Administrator to identify and implement new technology to enhance the student experience including monitors, speakers, video equipment, etc.

Staff Management

- Lead Studio Coordinators and Resident Artists by communicating and helping set goals for coming year, implementing work plans, ensuring staff training, coaching/mentoring/supporting, processing timesheets, and annually reviewing all team members.
- Work to ensure that institutional knowledge and skills of Resident Artists are retained and to develop a balanced workload between Resident Artists and Studio Coordinators.
- Guide Resident Artists and Studio Coordinators in creating and managing operating and capital budget planning as well as managing restricted funds.
- Oversee all purchase orders and studio related documentation facilitated by Resident Artists and Studio Coordinators.
• Work with Programs Director and Human Resources Manager in the recruitment and hiring of Resident Artists and Studio Coordinators.

• Provide training and professional development opportunities for Resident Artists and Studio Coordinators.

• Provide occasional support for Resident Artists and Studio Coordinators for scheduled and unscheduled PTO absences.

Program Development

• Work collaboratively with Programs staff to contribute to creative program development. Attend team meetings and give updates on studio developments as well as contribute ideas to help achieve overall team goals.

• Work collaboratively with Resident Artists and Studio Coordinators to help coordinate studio use during special events such as Empty Bowls, Friends and Family Day, Fall Festival, Little Middle Folk School, themed weeks, community workshops and more.

• Work collaboratively with Programs Director, Resident Artists and Studio coordinators to plan special programs and navigate additional studio and equipment needs.

Qualifications

• Requires BA degree in Craft Studies, Decorative Arts, Art History, Material Culture, BA/BFA in Art or related field. At least 5 years of experience, or equivalent combination of education and experience are preferred.

• In-depth understanding of technical equipment, tools, materials, and processes across a variety of craft media. The ability to assess, manage and occasionally perform equipment maintenance and repair.

• Experience in a management position or demonstrated leadership experience.

• Solid understanding of the Folk School concept and a desire to engage and promote this educational model.

• Solid understanding of traditional and contemporary craft, music, and dance.

• A resourceful, creative problem-solver who can adapt to changing conditions, meet deadlines and make clear decisions.

• Ability to work with Microsoft Office and other basic computer software.

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 employee 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 position frequently requires the use of hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 25 pounds. While performing the duties of this job, the employee will likely need to sit and to work at a computer. Must be able to work weekends and holidays, as needed. This position requires fluency in English.
Applications
Please submit the following materials by e-mail to Kim Zimmerman at kim@folkschool.org, or by USPS to:

Kim Zimmerman
Program Operations Assistant
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

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