



## **Cooking Resident Artist**

Reports to the Programming Director

### **Position Summary**

We are looking for someone able to dedicate 25-35 hours per month (on average) to the care of our Cooking studio and programs. The Cooking Resident Artist successfully manages the Cooking studio and instructor selections. This is a contract position with weekend work required to maintain the studio between class sessions. While cooking knowledge and experience are expected, administrative and organizational skills are equally important.

### **Position Responsibilities**

- Strategically develop a Cooking class schedule to maximize student enrollment, ensure student satisfaction, and support the mission of the Folk School. This includes the ability to locate quality instructors who are a fit for the school.
- Monitor enrollment and hire assistant instructors as needed.
- Greet instructors upon arrival if possible, assist in unloading materials, and orient new instructors to studio.
- Troubleshoot classes during the week as needed (on call).
- Connect with incoming instructors and review studio set-up before each class which includes the following:
  - Check hearth and clean as needed.
  - Make sure wood and kindling are stocked by notifying Maintenance.
  - Check cutting boards and sanitize.
  - Check levels of chemicals in commercial sanitizer and replenish.
  - Check spice cabinet for reorganization and refill jars.
  - Put chairs around tables; return any items borrowed or left behind.
  - Put out special tools needed for incoming class, and shop for and restock all pantry supplies, cleaning supplies and paper towels.
- Work closely with other departments: e.g. Folk School Gardener on seasonal vegetables that are needed for yearly classes; Maintenance department on upkeep of equipment, and wood and kindling needed; and Housekeeping department.
- Maintain three live-fire hearths and ovens that need someone with skills and experience to keep those cooking areas safe.
- Do interior studio cleaning and exterior cleanup between classes as needed.
- Develop and manage Cooking annual budget, manage receipts and submit a check/visa request to the Finance department in a timely manner.

- Preferred that the candidate has knowledge and understanding of the Folk School, has taken one or more classes here, and perhaps has taught or assisted our Cooking 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.
- Able to problem solve.
- Very effective in use of written, oral, and listening communication skills.

### **Physical Demands**

This position requires travel and the ability to drive a car. A current driver's license is required. This 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. While performing the duties of this job, the contractor will need to sit and work at a computer. The contractor must occasionally lift and/or move heavy objects or boxes.

### **Applications**

Please submit the following materials by e-mail at [jobs@folkschool.org](mailto:jobs@folkschool.org), or by USPS to:

Human Resources Manager  
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.