



Studio Coordinator in Wood

Reports to the Programs Director & Studio Manager

Position Summary

The Studio Coordinator in Wood is responsible for working with existing Resident Artists to coordinate the Folk School's woodturning, woodcarving and woodworking programs including program development, community engagement, studio maintenance, instructor and student relations, and working across departments to promote and strengthen the programs. The position will develop programming and schedule instructors in woodturning, one of our largest programs, offering up to 60 classes per year. They will work with existing Resident Artists in woodcarving and woodworking to collaboratively develop programs and oversee studio operations in the Woodturning, Woodworking and Woodcarving Studios. They will work closely with the Programs team and Resident Artists, to help reach the goals of the Folk School's strategic plan and further our mission, vision, and values. The Studio Coordinator will represent the organization to local, regional, and national audiences including instructors, assistants, students, and donors and will develop new constituents through continued outreach. The Studio Coordinator reports to the Programs Director for program development and to the Studio Manager for studio operations. This is a 40-hour per week, non-exempt, benefits eligible position.

Program Development

- Work with the Programs Director to set annual program goals.
- Strategically develop a schedule of woodturning classes to maximize enrollment, ensure student satisfaction, and to support the mission, vision, and values of the Folk School. Work with Resident Artists to support program development in woodcarving and woodworking.
- Recruit quality new instructors who are a good fit for the school. Knowledge of national woodturning, woodworking and/or woodcarving instructors, their specialties and media trends is highly beneficial.
- Assess current program offerings and adjust as needed. Ensure that programs are aligned with the Folk School's educational model and with the goals of our strategic plan.
- Monitor enrollment trends, instructor and student evaluations, and address any conflicts or concerns that may arise regarding class content and the student/instructor experience.
- Contract assistant instructors as needed.
- Work with Programs staff and instructors on the development of all class-related content including instructor biographies, class descriptions and titles, materials lists and fees, and promotional materials such as images and video. Edit any relevant class material for accuracy and consistency and ensure that all media-related information is correct.
- 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.

Studio Operations

- Work closely with the Studio Manager and Resident Artists to plan annual and long-term studio facilities improvements in the Woodturning, Woodcarving, and Woodworking Studios.
- Work with the Studio Manager and Resident Artists to create, maintain and manage equipment maintenance systems, studio safety procedures and training protocol for instructors and students.

- Work with the Studio Manager to assess, maintain and manage studio equipment lists for publication and internal use.
- Inventory and order standard supplies provided in the studio. Communicate with instructors well in advance of classes and order all necessary materials according to their class needs.
- Manage weekly cleaning and flipping of the Woodturning Studio between classes, including occasional weekend sessions. Support cleaning and flipping of Woodcarving and Woodworking Studios as needed.
- Greet instructors upon arrival, and orient new instructors to the studio. Facilitate safety training and documentation with instructors and students.
- Attend to instructor needs including equipment availability and setup, configuration of studio space, stocking of supplies and materials and providing additional resources as needed.
- Plan and manage studio-related events and demonstrations for special events such as Friends and Family Day and Fall Festival.
- Assess pricing of wood and other materials. Manage purchasing and delivery of orders.
- Manage the repair and maintenance of lathes and all woodworking and woodcarving equipment as well as long-range planning for purchasing of new equipment.
- Work with Resident Artists to manage shared equipment.
- Attend to all wood studio needs as they arise throughout week-long and weekend classes.
- Work with Resident Artists to complete end of year duties including inventory and equipment maintenance.

Constituent Engagement

- Respond to enquiries from potential new instructors and processes instructor applications in woodturning. Work with existing Resident Artists to ensure that all applications in woodworking and woodcarving are processed.
- Respond to general enquiries about the woodturning, woodworking, and woodcarving programs.
- Communicate with instructors during the contracting and catalog production process to ensure that all content is delivered on deadline.
- Engage with existing and potential students both in-person and through social media.
- Communicate with donors and help assess and process studio donations.
- Communicate frequently with instructors to update them on Folk School news, learn about the teaching community, and maintain instructor relations.
- Train new instructors on the Folk School model of education and help them acclimate to the environment for a smooth and successful teaching experience.
- Maintain a visible and welcoming presence in the studios to set the tone for a successful and positive Folk School experience.

Inter-Department Collaboration

- Work with the Marketing and Communications Department to promote all wood programs, identify networking opportunities, reach target markets, and develop annual promotional goals. This may include attending one or more related conferences or festivals annually.
- Work closely with Marketing and Communications to promote low-enrolled classes in a timely manner.
- Work closely with the Development Director to develop strategies to help meet annual fundraising goals and assess donor relations.
- Participate and 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.
- Work with the Buildings and Grounds Department on studio repairs and improvements.
- Provide occasional support for Resident Artists, Studio Coordinators and other Programs staff for scheduled and unscheduled PTO absences and weekend coverage.

Administrative

- Work closely with the Studio Manager and Resident Artists to develop and manage the wood studios' operating and capital budgets.
- Work closely with the Studio Manager and the Finance Department to manage restricted funds.
- Work closely with the Finance Department to handle all financial paperwork and manage relevant vendor accounts.

Qualifications

- Detailed knowledge and expertise in maintaining a fully equipped woodworking studio.
- A deep understanding of the materials and techniques of the field.
- Comfortable performing basic equipment repairs and maintenance, including with woodturning lathes and all tools associated with a wood shop.
- Established connections within the woodturning, woodworking and/or woodcarving community and ability to recruit instructors from new and diverse avenues.
- BA degree in Craft Studies, Decorative Arts, Art History, Material Culture, BA/BFA in Art or related field is preferred.
- Solid understanding of the Folk School concept and a desire to engage and promote this educational model.
- Ability to effectively manage a varied workload, plan and manage a budget, and successfully organize long-term planning and projects.
- Ability to work collaboratively and develop and maintain relationships with Folk School staff, instructors, students, and community.

Incentives

The Folk School is committed to improving access to creative opportunities for our staff. We offer an annual complimentary class to all staff members and occasional staff workshops in craft, music, and dance. Although we cannot offer a dedicated studio space at this time, we will work to find ways for the Studio Coordinator in Wood to have studio access in order to maintain and strengthen their creative practice.

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 50 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.