



## **Position: Clay, Sculpture & Mosaics Studio Coordinator**

### **Position Summary**

The Studio Coordinator is responsible for coordinating the Folk School's Clay, Sculpture, and Mosaics programs including program development, community engagement, maintenance of the Clay studio, instructor and student relations, and working collaboratively across departments to promote and strengthen the program. They will work closely with the Programs team and Resident Artists to help reach the goals of the newly established strategic plan and further the Folk School's 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 32-hour per week, nonexempt hourly, benefits eligible position.

### **Program Development**

- Work collaboratively with the Programs Director to set annual program goals.
- Develop our Clay, Sculpture and Mosaics programs including schedule planning; analysis of programming statistics; coordination of instructor hiring; design and implementation of themed weeks, community workshops and special programs.
- Work with instructors to provide high-quality programming that is balanced and varied and responds to current trends and constituent demands.
- Monitor enrollment trends, instructor and student evaluations, and address any conflicts or concerns that may arise regarding class content and student/instructor experience.
- Work collaboratively 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.
- Communicate with instructors during the contracting and catalog production process to ensure that all content is delivered on deadline.
- Develop and implement methods to determine student class demands such as surveys and engagement both in-person and through social media.
- Identify Assistant Instructors as needed.
- Ensure that programs are aligned with the Folk School's education model and with the goals of the strategic plan.
- Assess current program offerings including program content and class length.
- 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 to plan annual and long-term studio facilities improvements.
- Work with the Studio Manager to create, maintain and manage equipment maintenance systems and studio materials and supplies.
- Work with the Studio Manager to create, maintain and manage studio safety procedures and training protocol for instructors and students.
- 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 studio between classes, including occasional weekend sessions.
- Attend to instructor needs including equipment availability and setup, configuration of studio space, stocking of supplies and materials and providing additional resources as needed.
- Collaboratively plan and manage studio-related events such as our annual Empty Bowls, as well as demonstrations for Friends and Family Day and Fall Festival.
- Assess pricing of clay and other materials.
- Kiln repair and maintenance as well as long-range planning for construction and purchasing of new kilns to offer a variety of firing processes.
- Support kiln maintenance and flipping of the Enameling studio.
- Fill in for other Studio Coordinators as needed and contribute to overall program operational needs.
- Communicate as needed with Resident Artists and operations team in support of other studios.

## **Constituent Engagement**

- Respond to enquiries from potential new instructors and processes instructor applications.
- Respond to general enquiries about the Clay, Sculpture, and Mosaics programs.
- Communicate with donors and help assess and process studio donations.
- Welcome instructors and assistant instructors when they arrive on campus.
- Train new instructors on the Folk School model of education and help them acclimate to the environment for a smooth and successful teaching experience.
- Guide clay instructors through the contracting process and any procedural changes.
- Maintain a visible and welcoming presence in the studio to set the tone for a successful and positive Folk School experience.

## **Inter-Department Collaboration**

- Monitor enrollment and work collaboratively with the Marketing Department to promote the Clay program, identify networking opportunities, reach target markets and develop annual promotional goals.
- Work closely with the Marketing Department 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.
- Work collaboratively with the Buildings and Grounds Director to implement facilities improvements and repairs in the Clay studio.
- 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 to develop and manage the studio 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**

- Basic knowledge and expertise in maintaining a fully equipped studio and all associated equipment and tools.
- A basic understanding of the materials and techniques of the field.
- Comfortable firing and maintaining wood, gas, and electric kilns.
- A firm knowledge of glaze calculation and mixing.
- Established connections within the clay 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, but not required.
- 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.
- Willingness to work as a team and support other programs team members with their program needs.
- 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.

### **Physical Demands**

The position requires 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 employee is frequently required to use hands to handle, or touch objects, tools, or controls and to speak clearly and effectively. Ability to work standing for at least 8 hours a day and lift up to 50 pounds. Must be able to work weekends and holidays.

## **Applications**

Please submit the following materials by e-mail to [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. Interest statement that details your relevant experience and knowledge/skills.
2. Resume.
3. Contact information for three professional references.

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

JCCFS is an EEO Employer. EEO employers are committed to hiring a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, sex, age, religion, disability, sexual orientation, or veteran status, or any other status or characteristic protected by law.