



Position: Studio Coordinator for Natural Fibers (Basketry, Gourds, Brooms, Chair Seats & Leather)

Position Summary

The Studio Coordinator is responsible for coordinating the Folk School's Basketry, Gourds, Brooms, Chair Seats and Leather programs; including program development, community engagement, maintenance of the Rock Room studio, instructor, and student relations, and working collaboratively across departments to promote and strengthen the programs. They will work closely with the Programs team and Resident Artists, to help reach the goals of the 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-hours per week, non-exempt, and benefits eligible position.

Position Responsibilities

Program Development

- Work collaboratively with the Programs Director to set annual program goals.
- Directly responsible for program development 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.
- Ensure that programs are aligned with the Folk School's educational model and with the goals of the strategic plan.
- Assess current program offerings including program content and class length.
- Work with the Programs Development Manager to develop and edit catalog content for your programs.

Studio Coordination

- 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. This will involve weekend work, especially Sunday afternoons.
- Attend to instructors 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 demonstrations for Friends and Family Day and Fall Festival.
- 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.
- Collaborate with the Gardener to plan growing and harvesting of craft materials for broom and basketry classes. Manage storage of craft materials.

Constituent Engagement

- Respond to enquiries from potential new instructors and process instructor applications.
- Respond to general enquiries about the Basketry/Gourds, Broom, Chair Seat & Leather programs.
- Communicate with donors and helps assess and process studio donations.
- Welcome instructors and assistant instructors when they arrive on campus and help train first-time instructors.
- Guide instructors through the contracting process and help them develop and submit catalog content including class titles and descriptions, materials lists and fees, and images.
- Maintain a visible and welcoming presence in the studio to set the tone for a successful and positive Folk School experience.

Inter-Departmental Collaboration

- Monitor enrollment and work collaboratively with the Marketing Department to promote the Basketry/Gourds, Brooms, Chair Seats & Leather programs, identify networking opportunities, reach target markets and develop annual promotional goals.
- 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 Rock Room studio.

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.

Education and Experience

- Basic knowledge and understanding of maintaining a fully equipped studio and all associated equipment and tools.
- A basic understanding of the materials and techniques of all the fields to be able to offer balanced and creative programming.
- Established connections within the basketry/gourd, brooms, chair seats & leather communities and ability to recruit instructors from new and diverse avenues is preferred. Training will be made available to assist if needed.
- 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.
- Willingness to work as a team and support other programs team members with their program needs.

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 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.

Application

Please submit the following materials by e-mail to 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.

John C. Campbell Folk School 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.