

## Studio Manager – Full time, exempt

### Organizational Background:

Contemporary Craft, an internationally recognized and celebrated art organization founded in 1971, is embarking on a transformational move with the purchase of a property in Pittsburgh's Upper Lawrenceville neighborhood. The organization's mission — engaging the public in creative experiences through contemporary craft — is carried out through innovative, high-quality programs that take place in four key program areas: exhibition gallery, retail store, hands-on education studios, and community outreach.

A bold and sustainable future in this new home will build on the organization's guiding principles — artistic excellence, inclusion and engagement, and socially conscious arts leadership. As it approaches its 50th anniversary, CC is poised for a transformational leap forward as an even stronger, more impactful, and sustainable 21st century arts organization. The successful Studio Manager will have the opportunity to be part of the core staff team that launches this exciting new facility, which will open in mid-April 2020. For details: [www.contemporarycraft.org](http://www.contemporarycraft.org)

### Summary:

The Studio Manager is responsible for the administration and management of CC's Studio program with a strong focus on building audiences and meeting revenue goals. Principal responsibilities include the development, implementation and evaluation of a comprehensive workshop program, which ensures community involvement, quality programming and artistic instruction (on-site and off-site), strong finances, and positive participant and staff relations.

Program areas include the following: The Studio — a newly renovated 1,600-square-foot facility with three hands-on making spaces for a workshop schedule that focuses on small metals/jewelry, fiber, mixed media, paper, and wood (70%); Group Programs (15%); Outreach (10%); and other projects as assigned (5%).

### Primary Responsibilities

- Direct studio workshop growth and administration of all aspects of The Studio operations to achieve the goal of regional prominence and recognition
- Develop strategies and initiatives to fulfill Studio workshop programs as they relate to the organization's mission
- Increase audiences locally and regionally to ensure financial growth by meeting annual revenue goals.
- Coordinate and manage outreach programs, group tours and educational programs.
- With the approval of the Executive Director or/and Exhibition Director, develop, coordinate, and execute the policies and procedures affecting The Studio and outreach activities.
- Plan, organize and direct the activities of Studio apprentice/volunteers.
- Serve as advocate for CC to enhance public image to expand interest and support in the programs. Work closely with other CC staff to effectively integrate programming, especially with Exhibitions, the Store, and Marketing.

### Requirements:

- BA in Arts Administration, Art Education, Studio Arts, or Business Administration and minimum of 6 years related experience or the equivalent combination of education and experience.
- Skills/Competencies: Leadership, Program Development/management, Financial Management, Analytical Skills, Strategic Planning, Knowledge of Craft, Organizational Management, Customer

Service, Technology, Team Building, Self-Direction, Problem Solving, Facilities Management, and Time Management.

- Proficiency in Microsoft word and excel are required. Experience in Adobe Creative Suites is a plus.
- Demonstrated administrative and proven track record of meeting/exceeding annual revenue goals for education programming. Requires exceptional communication and interpersonal skills, writing/editing skills, and conceptual planning capabilities, organization and team management skills.
- Familiarity or past experience in studio management and knowledge of craft media (including metals, fiber, mixed media, and wood) and related tools and equipment a plus.
- Daily and/or frequent engagement with visitors, patrons and students to ensure high-standard customer services.
- Must be able to work independently, under pressure, fast-paced working environment and resolve complex problems and issues as they arise.
- Must be able to lift/carry objects up to 25 pounds; rearrange studio equipment as needed.
- Must be able to work a flexible schedule including evening and weekend hours. The regular work schedule is Tuesday through Saturday occasionally alternating with some Wednesday through Sunday to oversee special weekend programs.

**To Apply:**

Send cover letter, resume, salary requirement, and 3 professional references to:

Janet McCall at [jmccall@contemporarycraft.org](mailto:jmccall@contemporarycraft.org) or by mail to Contemporary Craft, 2100 Smallman Street, Pittsburgh, PA 15222.

EOE. No phone calls please.