

**Position:** Metals Studio Coordinator

**Classification:** Paid, Full-Time, exempt

**Reports to:** Director of Programs and Residencies

**Work Week:**

- Average work week is 40 hours on site at Contemporary Craft
- Work week is Tuesday-Saturday; one evening per week required (1PM - 9PM); additional evenings may be required with adjusted schedule and advanced notice.

**Position Summary**

---

The Metals Studio Coordinator will plan all programming in the Metals Studios while building and strengthening the community of metals artists at Contemporary Craft. The position will work closely with the Program Team to ensure a wide breadth of Metals programming is being offered in well maintained Studio spaces.

**Essential Functions and Responsibilities**

---

- Schedule all Metals workshops, this includes selecting workshop topics, selecting workshop instructors, and coordinating Metals Studios calendars.
- Monitor and track Open Studio usage.
- Monitor, maintain, and regularly clean the Metals Studios.
- Maintain all tools and equipment in the Metals Studios.
- Prepare for instructor and student needs during workshops.
- Ensure a warm and inclusive environment for workshop participants and instructors of all backgrounds, and seek and respond to requests for accommodations when coordinating programs and workshops.
- Build upon existing Metals Studios relationships and build new ones in order to foster a Metals Studio community.
- Manage Metals Studios annual budget.
- Order all workshop tools and materials.
- Ensure instructors are paid in a timely fashion.
- Assist with special events including planning, set-up, execution and breakdown.
- Work with Community Programs Manager to coordinate Metals activities for group and community programs.
- Coordinate Metals affinity group within Contemporary Craft.

## Qualifications

---

CC is looking for a self-motivated and hands-on artist/educator. The individual must work well in a team environment and be dedicated to fostering community. Preference will be given to applicants with a strong metals background. Applicants must have strong written and verbal communication skills and be proficient with technology. Finally, it is important that the individual in this role is open to and interested in working with diverse communities.

## Requirements & Working Conditions

---

- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to 50 pounds
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

## Diversity Statement

---

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, scholarship programs, and other administered programs and activities.

## Salary and Benefits

---

Salary range: \$40,000 - \$43,000 annually depending on experience.

Other benefits include:

- Health Insurance Group Plan (following organizational policy)
- Workers' compensation
- Paid time off and paid sick days
- Discount in the Store
- Three (3) free workshops in the Studios (materials fees may apply)
- Access to Metals, Fibers, and Mixed Media Studios
- Up to \$500 to be applied to outside professional development opportunities

## **Selection Process**

---

Application deadline is December 20, 2024. Interviews will begin on a rolling basis effective immediately. Candidates will be contacted for interviews via email.

## **Application**

---

Applicants should submit the following information to [work@contemporarycraft.org](mailto:work@contemporarycraft.org).

- Include Position Title in the email subject line
- Cover Letter
- Resume/Curriculum Vitae
- Three professional references with contact information