



Resident Artist – Quilting, Sewing, and Dolls & Bears

Dual reporting to the Program Director for class scheduling and the Program Operations Manager for studio care & maintenance and instructor needs.

Position Summary

The Resident Artist of these program areas successfully manages the Quilting studio and instructor selections. Be able to dedicate 25-35 hours per month (on average) to the care of the studio and program. This is a contract position, with weekend work required to maintain the studio between class sessions. With Quilting being the largest of the program areas that operates within this studio, quilting knowledge and experience are expected, and administrative skills are preferred. A Folk School Resident Artist should live within reasonable driving distance to the school to respond to class needs quickly, as needed.

Position Responsibilities

- Strategically develop a schedule of Quilting, Sewing, and Doll/Bear classes to maximize enrollment, ensure student satisfaction, and support the mission of the Folk School. This includes the ability to locate quality new instructors who are a fit for the school and the classes taught. Knowledge of national quilting instructors & their specialties and quilting trends is highly beneficial. The Resident Artist will engage with students each week to learn their wishes for future classes.
- Set up studio prior to classes based on the instructors needs
- Monitor enrollment
- Hire assistant instructors as needed
- Greet instructors upon arrival to the Folk School campus when possible
- Orient new instructors to the studio and assist in unloading materials
- Troubleshoot classes during the week as needed
- Monitor student comment sheets about the program
- Coach instructors regarding class content and delivery as needed
- Do general studio (interior) cleaning & organizing between classes; tidy exterior as needed
- Care for studio tools & equipment (sewing machines, cutting tools, irons, etc.) to keep them operating safely and efficiently. Account for all machine attachments used each week and properly store them.
- Perform general cleaning of machines (brush out lint) after every few classes
- Schedule sewing machines for full service at least once a year and as needed for operational issues
- Straighten and organize studio bookshelves as needed. Books related to upcoming class can be placed conspicuously in the studio prior to instructor's arrival. Monitor use, and procure replacement, of shop supplies and equipment.
- Develop and manage annual budget for each program areas of the studio
- Market classes and special programming related to the Quilting studio

Education and Experience Requirements

- High school diploma required
- Preferred candidate with knowledge and understanding of the Folk School and has perhaps has taught or assisted a Quilting, Sewing, and/or Dolls & Bears classes.

Desired Personal Characteristics

- Energetic and hard-working
- A friendly team player who relates well to others
- Self-motivated, highly organized, detail-oriented, and able to multi-task
- Ability to problem solve
- Effective written, verbal, and listening communication skills

Physical Demands

This position requires travel and the ability to drive a car. A current driver's license is required. The Resident Artist should be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. While performing the duties of this job, the Resident Artist may need to sit and to work at a computer. The work of this contract position may frequently require the use of hands to finger, handle, or touch objects, tools, or controls and to talk fluently. May occasionally lift and/or move heavy objects or boxes.

Applications

Please submit the following materials by email to jobs@folkschool.org:

1. Cover Letter that details your experience and knowledge in quilting and studio management, reason for applying, and mutual benefits this position would provide -- benefits you bring to the program, and how you hope to grow from the experience.
2. Resume or Curriculum Vitae
3. Contact Information for three professional references

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