Resident Artist – Weaving, Rugs, Thread Art, Lace, Beading
Reports to the Programs Director & Studio Manager

Position Summary
The Resident Artist of these program areas successfully manages Weaving Studio operations, program development and instructor, staff, and student communications. This contract position requires ability to dedicate 25-45 hours per month (on average) to the care of the studio and program, and weekend work is necessary to maintain the studio between class sessions. Advanced experience with weaving and looms and a knowledge of teaching artists and trends in fiber arts is necessary. Working knowledge of dyeing, rug hooking, embroidery, thread art techniques, lace, and beading is very helpful. Basic administrative skills are also needed, with some computer work. This position reports to the Programs Director for program development and to the Studio Manager for studio operations.

Program Development
• Work with the Programs Director to set annual program goals.

  - Strategically develop a schedule of weaving, rug, thread art, lace and beading classes to maximize enrollment, ensure student satisfaction, and to support the mission, vision, and values of the Folk School. Ensure that programs help meet the goals of the Folk School strategic plan.

  - Recruit quality new instructors who are a good fit for the school. Knowledge of national weaving, fiber art and beading instructors, their specialties, and media trends are highly beneficial.

  - Assess current program offerings and adjust as needed. Ensure that programs are aligned with the Folk School's educational model and with the goals of the strategic plan.

  - Monitor enrollment trends, instructor and student evaluations, and address any conflicts or concerns that may arise regarding class content and student/instructor experience.

  - Contract assistant instructors as needed.

  - Work 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.

  - Work 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 in the Weaving Studio.

• Work with the Studio Manager to develop and manage the annual operating and capital budgets as well as restricted funds for the Weaving Studio.

• Work with the Studio Manager to create, maintain and manage equipment maintenance systems, studio safety procedures, and training protocol for instructors and students.
• Work with the Studio Manager to assess, maintain and manage studio equipment lists for publication and internal use.

• Inventory and order standard supplies provided in the studio. Communicate with instructors well in advance of classes and order all necessary materials according to their class needs.

• With support from the Studio Assistant, manage weekly cleaning and flipping of the Weaving Studio between classes, including occasional weekend sessions.

• Greet instructors upon arrival, and orient new instructors to the studio. Facilitate safety training and documentation with instructors and students.

• Attend to instructor needs including equipment availability and setup, configuration of studio space, stocking of supplies and materials and providing additional resources as needed.

• Work with the Weaving Studio Assistant to complete end of year duties including inventory, maintenance on looms and other equipment, organizing the Fiber Library and all donation items.

**Constituent Engagement**

• Respond to enquiries from potential new instructors and processes instructor applications in weaving.

• Respond to general enquiries about the weaving program.

• Communicate with instructors during the contracting and catalog production process to ensure that all content is delivered on deadline.

• Engage with existing and potential students both in-person and through social media.

• Communicate with donors and help assess and process studio donations.

• Communicate frequently with instructors to update them on Folk School news, learn about the teaching community, and maintain instructor relations.

• Train new instructors on the Folk School model of education and help them acclimate to the environment for a smooth and successful teaching experience.

• Maintain a visible and welcoming presence in the studio to set the tone for a successful and positive Folk School experience.

**Inter-Departmental Collaboration**

• Work with the Marketing and Communications Department to promote the weaving program, identify networking opportunities, reach target markets, and develop annual promotional goals. This may include attending one or more related conferences or festivals annually.

• Work closely with Marketing and Communications 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.

• Maintain the Folk School Weavers Group Facebook page. Take photos, promote classes and events that go on at the Folk School that are related to weaving, rugs, thread art, lace and beading.

• Participate and support other special programming, such as Friends & Family Day (studio open house), Fall Festival, and future activities to be developed, including the potential for evening or Saturday youth/community programs.
Administrative

- Work closely with the Studio Manager to develop and manage the weaving studios’ 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

- High school diploma required.

- Experience as a studio artist and/or weaving instructor in an educational setting beneficial.

- Must have a working knowledge of floor loom construction and repairs on jack, counter-balance, and counter-march looms.

- Preferred candidate also has knowledge and understanding of the Folk School.

- Energetic and hard-working.

- Ability to work collaboratively and develop and maintain relationships with Folk School staff, instructors, students, and community.

- Self-motivated, highly organized, detail-oriented, and able to multi-task.

- Ability to problem solve.

- Very effective in written and oral communication.

- A creative thinker who can generate and share ideas in a team environment.

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 finger, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 50 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.
Applications

Please submit the following materials by e-mail to Kim Zimmerman at kim@folkschool.org, or by USPS to:

Kim Zimmerman
Program Operations Assistant
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.