

## **Job Description: Studio Manager**

### **Grand Marais Art Colony**

#### **Job Purpose:**

Working in conjunction with and reporting to the Artistic Director, the Studio Manager supports the care and operations for Art Colony studios, including inventory and class and event set up, and also gives support to the studio access, residency and exhibitions programs.

#### **Primary Duties and Responsibilities:**

##### ***Studio Management (approx. 12 hrs/wk)***

- Manage studio members and programs that allow for on-going studio rental, particularly in the Ceramics and Printmaking studios.
- Meet with and invoice studio members on a monthly basis.
- Provide support to studio facilitators, including innovation on studio policies and practices.
- Give oversight to inventory, replacing dispensable studio supplies, and equipment maintenance.
- Ensure facilities are cleaned and set up for upcoming programs, including residencies and classes.
- Orient artists-in-residence to studios and lodging.
- Manage filing system for residency and studio member contracts and various other paper filing needs

##### ***Residency Program Support (approx. 4 hrs/wk)***

- Support the management of SlideRoom residency application system, processing incoming applications for acceptance and communicating with incoming residents.
- Lead on orienting artists to their studio and lodging.

##### ***Exhibitions Management (approx. 4 hrs/wk and seasonal)***

- Support exhibition installation, de-install, and shipping.
- Work with the bookkeeper to process artist payouts at the close of an exhibition.

##### ***Front Desk Reception (approx. 6 hrs/wk)***

- Communicate the organizational mission to visitors and invite further participation through membership and other means of engagement.

This is a part-time position with a pay scale of \$16/hour and the potential to go full-time in 2022. The employee is likely to work various weekend and evening hours upon occasion. The Art Colony also offers employer contributions to a SEP-IRA, merchandise discounts and class benefits.

Please submit a cover letter and resume to [info@grandmaraisartcolony.org](mailto:info@grandmaraisartcolony.org). Open until filled.