Programs and Studio Coordinator

Description
The Programs and Studio Coordinator reports to the Assistant Director and is responsible for providing administrative and facility support to all studio and community-based programming. This is a full-time position, and will average 35 hours a week over the course of the year with more hours during the school’s core season and fewer hours per week in the winter. The Coordinator works directly with the administrative, facilities, and technical staff to help ensure the success of workshops on the campus, partnerships within the local community, and exhibitions/related activities at our Center for Community Programs in Deer Isle village. Adaptability, collaboration, clear communication, strong writing, digital fluency, and safety awareness are all central to this job. The Programs and Studio Coordinator works directly with the Assistant Director, Facilities Manager, Studio Technician, Registrar, Business Manager, Store Manager, and Summer Assistants to ensure that sessions run smoothly. This position requires consistent interaction with Haystack staff, faculty, students, trustees, and visitors in a respectful and generous manner, and an acknowledgment of the diversity of viewpoints and experiences of all who choose to come to the school. Salary is commensurate with experience and this position is inclusive of health insurance and retirement benefits.

Overview of responsibilities

Program administration
- Prepare faculty letters
- Ordering supplies for approximately 40 workshops annually
- Tracking delivery and ensuring that workshops receive necessary materials for each session
- Submitting receipts to financial staff with proper coding based on chart of accounts
- Prepare, distribute, and track program evaluation forms and provide summary to staff
- Compile annual overview of evaluations for end of season review
- Prepare annual review of current year evaluations against prior year
- Assist Registrar with maintaining faculty and program files
- Other duties as assigned

Faculty support
- Meet with instructors the morning they arrive to familiarize them with the studio and campus
- Provide health and safety forms to faculty and students
- Review materials that were ordered, provide information on local resources, and determine if anything additional is needed for the workshop
- Check in daily with instructors to find out if there are any problems that need to be resolved and act as liaison with appropriate staff

Studio support
- Participate in planning and staff meetings
- Works with Assistant Director, Summer Assistants, Facilities Manager, and Studio Technicians before each session begins to review studio set up, safety issues, material costs, studio supplies, and workshop needs
- Prepare notes for maintenance staff and Studio Technicians on workshop needs to insure that spaces are prepared for all scheduled uses throughout the season
• Work with Facilities Manager and Studio Technicians on processes for hazardous waste handling and disposal systems and communicate this information to session faculty and Technical Assistants
• Work with Studio Technicians to develop, update, and maintain documentation of studio floor plans, inventory lists, and procedures for regular equipment maintenance and safety procedures
• Assist Studio Technicians and Facilities Manager in keeping studios organized prior to each session and workshop
• Maintain inventory of first aid supplies in each studio and check kits during each session to verify they are up to date
• Works with Facilities Manager and Studio Technicians to support and communicate studio safety systems to faculty and Technical Assistants
• Assist Summer Assistants and Assistant Director with end of season inventory count

Oversight of gallery at the Center for Community Programs
• Collect necessary information from artists and prepare gallery binders on each exhibition
• Coordinate with artists on delivery and return shipping of artwork
• Install two-thee exhibitions per season
• Coordinate opening receptions
• Prepare exhibition postcards to advertise each show
• Work with Development Assistant to develop social media posts on exhibitions
• Maintain schedule of gallery sitters and interns
• Maintenance and oversight of gallery space and storage room on a weekly basis
• Organize storage room and related gallery supplies
• Document all shows for archive, website, and social media
• Maintain files of past exhibitions and exhibiting artists

Mentor Program
• Maintain spreadsheet of past faculty
• Generate contracts and request teaching descriptions
• Coordinate teaching schedule and communicate information to staff
• Advertise program in the local community
• Oversee registration and cancellations
• Submit faculty stipends and reimbursement requests to Business Manager
• Prepare workshop lists for teaching artists
• Distribute evaluation forms and review with Director and Assistant Director
• Maintain files on Mentor Program
• Maintain presence in relevant community meetings and events with the local schools as requested by the Director

Island Workshop Day
• Maintain spreadsheet of past faculty
• Generate contracts and requesting teaching descriptions
• Submit faculty stipends and reimbursement requests to Business Manager
• Schedule HIP volunteers
• Coordinate application review
• Coordinate check in
• Distribute evaluation forms and review with Director and Assistant Director
• Maintain files on Island Workshop Day
Qualifications
Bachelor’s degree, or equivalent experience and 3 years of administrative or studio related experience preferred and a general knowledge of studio processes and the field of crafts required. Must possess good organizational skills, the ability to work independently, and manage a varied schedule of activities, have the temperament to work in diverse creative community. Knowledge of computer applications, including Microsoft Office, Google docs, Basecamp, and spreadsheet management is preferred and training will be provided.

To Apply
Applications must include a current resume, cover letter indicating interest in the position, and relevant qualifications, and contact information (name, address, phone and email) for three references, in one single PDF document. Please email this information to Haystack at: employment@haystack-mtn.org.

Applications should be received by January 2, 2019 with an anticipated start date of early 2019.

This position will remain open until filled.

The Haystack Mountain School of Crafts is an international craft school located on the Atlantic Ocean in Deer Isle, Maine. Founded in 1950 as a research and studio program in the arts, Haystack offers one and two-week studio workshops to participants of all skill levels as well as the two-week, Open Studio Residency program, exhibitions, tours, auctions, artist lectures, and shorter workshops for Maine residents and local students. We also support visiting artists and scholars from a variety of fields including science, literature, music and the visual arts who are invited to spend two weeks at the school focusing on their work. Haystack also functions as a ‘think-tank’ in looking at craft—publishing annual monographs and organizing a variety of conferences and symposia that examine craft in broader contexts. These include collaborations with other institutions like the Media Lab at the Massachusetts Institute of Technology and the Cooper-Hewitt National Design Museum, Smithsonian Institution. The award-winning campus was designed by noted American architect, Edward Larrabee Barnes, and opened in 1961 when the school relocated to Deer Isle. haystack-mtn.org