



Background & Overview

The Programs + Studio Director position provides critical programmatic and operational oversight of the portfolio of studio-based programming, session workshops, and activities presented by the Haystack Mountain School of Crafts. This full-time, year-round, and in-person position is based on a schedule of 40 hours per week. Haystack Mountain School of Crafts operates administratively and programmatically year-round, with an intensive program during the summer season with an emphasis on studio-based programming, session workshops, and activities, working with diverse communities, and includes occasional evening and weekend hours required to support programs and special events.

Position Summary

Haystack's Programs + Studio Director reports to the Executive Director and is an integral contributor to the organization's successful operation. The ideal candidate for this senior-level position will be a collaborative and imaginative partner, helping to direct current programs, conceptualize possible future initiatives, and develop the processes and relationships necessary to achieve them. This individual will need to be able to work with national and international connections and diverse groups from many backgrounds to develop studio-based programming, including session workshops, programs and workshops, high school programs, mentor programs, community programming, residency, and conferences. The position directly supervises Programs + Studios teams and seasonal operations staff and is the principal contact for Haystack instructors, *Open Studio Residency* Studio Technicians, and other programmatic positions. The Programs + Studio Director plays a crucial role in the creative direction of Haystack, helping to identify the artists and initiatives that shape the workshops and programs that define the School. The position is responsible for the day-to-day operational requirements that ensure the success of those programs and workshops, including budgeting, project management, and evaluation. The Programs + Studio Director must be well-versed in current and historical practices in contemporary craft, design, and the visual arts, with strong relationships with artists and institutions in the field and the ability to build collaboration with the community.

Overview of Responsibilities

- In collaboration with the Executive Director and Haystack staff, develop, oversee, and project manage the roster of Haystack Mountain School of Crafts's studio-based programming, including session workshops and programs; high school programs, including the *Mentor Program*, *Student Craft Institute*, and *Studio Based Learning*; *Open Door*; partner programs such as *OUT Maine Weekend*, Maine Crafts Association, and *Island Workshop Day*, or the Haystack Summer Conference
- In collaboration with the Executive Director, identify, research, and select instructors and assistants for session workshops, programs, and activities and serve as primary liaison for teaching artists

- Ensure that the activities and initiatives of Haystack are developed for inclusion and equity with diverse communities underrepresented in the field of craft
- With facilities staff, manage and oversee the management and maintenance of Haystack studios, including Graphics, Fiber, Metals, Ceramics, Wood, and the Hot Shop (blacksmithing and glass).
- Oversee the studio resources, including tools, equipment, and materials maintenance and replacement
- Oversee and manage application and award programs, including but not limited to session application, Fellows and Studio Assistant Fellows, and selection juries or panels
- Collaboratively assist in the development and execution of related programming, including auctions, special events, fundraising and cultivation events, and presentations or lectures
- Supervision of Programs + Studio Coordinator and oversight of programming team, including Studio Technicians and Store Operations Manager
- Hiring and supervision of session and program instructors, and seasonal staff
- Serve as a liaison and collaborator with the Programs Committee of the Haystack Board of Trustees
- Other duties as determined by the scope of programs or the Executive Director

Skill Sets & Characteristics

- Ability to articulate a unique voice for the field of craft education and an aptitude to organize individuals and resources required to successfully implement such a vision
- Engagement with the mission, vision, and history of Haystack Mountain School of Crafts
- Background in contemporary craft, design, the visual arts, or related fields
- Experience in studio, workshop, and educational program development, management, budgeting, and evaluation
- Ability to develop relationships with emerging, established, and celebrated artists and instructors
- Demonstrated experience working with diverse communities and the ability to consider diversity and equity in the development, practice, and evaluation of programming initiatives
- Experience with studio or classroom organization, budgeting, management, and maintenance
- Familiarity with studio operations in a craft discipline or related field
- Excellent writing and verbal communication skills
- Ability to manage and supervise staff colleagues in a compassionate and effective manner
- Planning and project management skills, strong organization, and attention to detail
- Familiarity with Google Workspace and Adobe Creative Suite

Qualifications

A minimum of seven years experience and an MA or MFA degree or equivalent experience in Art Instruction, Art Administration, Contemporary Craft, Design, Visual Art, or similar discipline is desired. The Programs + Studio

Director is regularly required to work at a computer while performing many of the roles of this position. They must be able to navigate the Haystack campus, including studio spaces, traverse uneven terrain, and make frequent trips up and down flights of stairs. Ideal candidates will demonstrate flexibility and adaptability to meet the unique schedule of Haystack's programmatic and operational schedule, including the ability to work with diverse constituencies and stakeholders, different paces and intensities of programming based on seasonal activity, and collaborative workflows.

Haystack is committed to being an anti-racist organization. Employees must treat all staff members, faculty, program participants, and visitors with dignity, courtesy, and respect.

Compensation & Benefits

The Programs + Studio Director is a year-round, full-time, and benefits-eligible position. The starting salary for this position ranges from \$85,000 to \$95,000, negotiable based on demonstrated skills and experience, with additional benefits, including health insurance, retirement with matching employer contributions, and paid time off. All benefits are in accordance with Haystack's employee handbook and personnel policies.

To Apply

Application review will begin immediately and continue until the position is filled.

Email a resume, cover letter addressing relevant experience and interest in the position, and contact information for three references to Perry Price, Executive Director, at employment@haystack-mtn.org. The email subject line should be "Programs + Studio Director, [Your Name]." All attached files must be in PDF format and labeled to include your last name. No phone calls, please.

Non-discrimination Policy

Haystack is committed to a culture of diversity, equity, and inclusion. We do not discriminate against any individual or group of individuals based on age, color, disability, gender identification, national origin, race, religion, sexual orientation, economic status, or veteran status. All are welcome.