

## **The Dairy Barn Arts Center is seeking a Studio Manager**

The Studio Manager position at the Dairy Barn Arts Center is a part time appointment, 16-20 hours per week.

### Studio

- Maintain studios – Ceramics, Fiber Arts and Digital
- Maintain materials & equipment
- Manage Studio Artist materials and equipment usage accounts
- Inventory materials monthly
- Staff Studios during studio hours

### Coordinate Teaching Artists

- Work with the Education Director to reach out to local and regional artists to develop class and workshop programs in each of the studio areas
- Develop descriptions and advertisements of classes and workshops for the Dairy Barn webpage, social media, and e-mail marketing
- Oversee materials acquisitions for classes and workshops
- Maintain a studios calendar.

### Teach

- Teach in schools, camps, and classes as needed

### Additional Duties

- Work Special Events as needed and
- Other duties as assigned.

### **Qualifications for Studio Manager are:**

- a strong interest and experience in art making, particularly in the fiber arts, ceramics and digital
- available and willing to work evenings and weekends as a regular schedule
- skills to be extremely organized and handle many tasks at once
- have the ability to communicate effectively both in writing and verbally
- history of working with fiber and contemporary arts; ceramics or digital area
- the ability to lift 50 pounds of weight and maneuver large objects as necessary

Candidates that are interested in the position should forward a resume, cover letter and three professional references by April 12, 2017 and email it to [jane@dairybarn.org](mailto:jane@dairybarn.org) or mail them to:

Jane Forrest Redfern, Executive Director  
Dairy Barn Arts Center  
P.O. Box 747  
Athens, Ohio 45701

We will accept resumes until the position is filled. If you have questions, please contact Jane Forrest Redfern at [jane@dairybarn.org](mailto:jane@dairybarn.org) or 740-592-4981.