

## STUDIO MANAGER: Job Description

### Mission:

The Dairy Barn Arts Center's mission is to offer exhibitions, events, and educational programs that nurture and promote area artists and artisans, develop art appreciation among all ages, provide the community access to fine arts and crafts from outside the region and draw attention and visitors to Southeast Ohio.

**Position Type:** Part-time permanent (15 hours per week/flexible scheduling)

**Reports To:** Education Director

**Compensation:** \$15.00 per hour / bi-weekly pay periods

### Diversity Statement:

Diversity is a core value at The Dairy Barn Arts Center. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all visitors, students, and staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

### Job Description:

The Dairy Barn Studio Manager performs important operational tasks for studio activities and educational programming within the organization. Working closely with the Education Director, both positions collaborate to maintain health and safety standards, materials management and facility/equipment maintenance for the Art Room and Studios (Ceramic, Fiber and Digital). The Studio Manager will also assist with the creation, implementation and marketing of educational programs, including classes, workshops, camps, public events and outreach. The ideal candidate will be passionate about the mission of The Dairy Barn and the value of teamwork and inclusivity. Benefits include access to The Dairy Barn studios and equipment as a complimentary Member Artist.

### Qualifications:

- EDUCATION MIN. REQUIREMENT
  - Bachelor's Degree in Arts, Fine Arts, Education or equivalent experience
- EXPERIENCE REQUIREMENT
  - 3 years of experience in an educational or creative studio environment
  - Teaching experience beneficial but not required
- SKILL REQUIREMENTS



- Strong verbal and written communication skills for collaborating with co-workers, teaching artists and the public
- Comfortable utilizing technology for the purpose of data management, basic marketing and virtual communication
- Excellent organizational abilities and attention to detail/accuracy for programming information
- Highly responsible and diligent work ethic
- Availability for evening and weekend scheduling
- Knowledgeable in studio and materials safety
- Reliable transportation and timeliness
- **SKILLS STRONGLY PREFERRED**
  - Specialized skills and/or experience in the fiber arts, digital media or other discipline
  - Community-minded spirit with the ability to create an open and welcoming environment that is accessible to people of all abilities
  - Capable of independently coordinating and managing special projects as needed or according to personal interest
  - Aptitude with Adobe Creative Suite, Google G Suite, Facebook and Instagram

#### **Primary Job Responsibilities:**

- Coordinate new and existing education programs in collaboration with the Education Director
- Assist with advertising endeavours including creation and handling of marketing materials (photo/video), social media, publications and outreach for Dairy Barn education programs
- Utilize Dairy Barn technology resources for effective communication, data management and marketing
- Manage, inventory and maintain the Studios, equipment, materials and art supplies
- Provide staffing and oversight of The Dairy Barn facility during classes, workshops and events
- Liaise with Dairy Barn teaching artists for program development and special events
- Perform data entry and record keeping tasks related to educational programming
- Participate in additional Dairy Barn activities and special events as needed

#### **To Apply:**

Please send a resume and cover letter to The Dairy Barn Education Director, Kelly Shaw at [applications@dairybarn.org](mailto:applications@dairybarn.org) or via postal mail to P.O. Box 747 Athens, OH 45701

**Application Deadline:** Monday, May 31, 2021

**Questions?** Call or email Kelly Shaw at 740-592-4981 or [applications@dairybarn.org](mailto:applications@dairybarn.org)