



**Title** Jewelry, Metals & Stone Studio Manager  
**Department(s)** Education  
**Reports to** Director of Programs  
**FTE** Full-time, salaried, range = \$45k - \$50k DOE +benefits  
**Exempt Status** Non-Exempt

## **JOB SUMMARY**

Pratt Fine Arts Center is seeking a highly motivated and energetic Jewelry, Metals & Stone Studio Manager. Reporting to the Director of Programs, the Jewelry, Metals & Stone Studio Manager will be responsible for the overall vision, direction, budget and management of Pratt's jewelry and metal and stone sculpture programs including an ongoing array of educational offerings as well as a studio access program for independent artists. Studios include: Jewelry and small metals, Fabrication, Blacksmithing, Foundry, Stone Yard, and Mold Making. The Jewelry, Metals & Stone Studio Manager supervises a full time Sculpture Technician, instructors, studio coordinators and Pratt Points volunteers. The Jewelry, Metals & Stone Studio Manager works closely with the other Studio Managers to build community and maintain positive relationships with partnering organizations and community members as well as to form and drive the mission and vision of Pratt as it relates to the department and program excellence.

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*Pratt is currently adapting to public health restrictions in order to ensure the safety of our community and help prevent the spread of COVID-19. For the foreseeable future, the Jewelry, Metals & Stone Studio Manager will be expected to work remotely, participating in meetings as needed.*

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Pratt Fine Arts Center is an equal opportunity employer and is committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. BIPOC are encouraged to apply.

**Responsibilities:**

The Jewelry, Metals & Stone Studio Manager is responsible for creating educational experiences for a diverse group of people that exposes them to traditional and contemporary jewelry and small metals as well as sculpture techniques. The manager provides resources in the studios that meet the needs of individual practicing artists. The Jewelry, Metals & Stone Studio Manager will work closely with the Director of Programs to refine and strengthen class offerings, studio access, and outreach initiatives. Primary responsibilities include:

- Develop and schedule an ongoing variety of classes (both on campus and virtual) and workshops to serve students of all backgrounds and skill levels, including options for virtual/online learning
- Administration of program content including writing of class descriptions, securing promotional images and instructor bios, proper entry into registration software systems, proofreading and editing, as well as effective communication and coordination with other departments
- Foster the growth and success of the studio access program within the Jewelry, Metals & Stone Studios including safety oversight, proficiency testing, policy enforcement, and general communications
- Build annual budget and maintain expense tracking with consideration of curriculum needs, budget capacity and enrollment trends.
- Manage scheduling and supplies for all classes as well as studio maintenance needs
- Create and maintain community partnerships between Pratt and local communities such as the NWSSA, NWBA and the Seattle Metals Guild by serving as an ambassador for Pratt for new engagement in the Sculpture and Jewelry Studios
- Recruit, train, supervise and evaluate instructors and TAs

- Serve as the primary contact for Pratt policy and procedure compliance with instructors
- Recruit and institute Master Artist class offerings
- Supervise the Sculpture Technician, Jewelry Studio Assistant, Studio Coordinator and Pratt Points Volunteers
- Work closely with Instructors, Staff and community to ensure a positive and engaging experience for the students and access users
- Serve on at least one committee. Work with other staff to plan and assist Pratt events and all studio-related special events.

**Minimum Qualifications:**

- Bachelor's degree in Fine Arts with a Sculpture and/or Metals focus, Arts Administration or a related field or equivalent experience.
- Prior experience in arts management, teaching, administration for a nonprofit
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion
- Broad knowledge of jewelry, small metals, sculpture-related topics, trends, processes and skills
- Strong oral communication, written language and project management skills
- Experience with projects and budget management, purchasing and inventory systems, and cost estimation
- Detail oriented: with management and leadership skills
- Proven success in curriculum and project planning, health and safety procedures, implementation and evaluation
- Working knowledge of Smalls metals, Casting, Stone setting, Fabrication, Blacksmithing, Foundry and Stone Carving studios
- Exemplary computer and internet skills.

**Preferred Qualities:**

- Ability to build strong relationships with diverse community partners
- 3+ years of experience in jewelry/ small metals and/or sculpture (metals & stone) programming and production

- Experience with delivery of online and/or recorded content; technical skills in video production
- Passion for innovative sculpture education program building for multi-generational audiences
- Natural inclination toward cooperation, collaboration, and partnership
- Ability to be effective independently and as a member of a team
- High tolerance for ambiguity; willingness to navigate a complex work environment and build efficient systems and procedures
- Practicing artist with connection to local community
- Positive, can-do attitude and a sense of humor

**Compensation:**

\$45-\$50k/yr. DOE + medical, dental, and long-term disability. Employee-paid short-term disability and retirement programs are provided, but are optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Application Requirements:**

Please send a cover letter outlining your interest and qualifications, and your commitment to diversity, equity and inclusion, as well as a resume and three references to Eve Sanford, Director of Programs [esanford@pratt.org](mailto:esanford@pratt.org). No calls or drop ins please.

**Application Deadline:** Dec. 1, 2020

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex,*

*sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining to a racially diverse team. BIPOC are encouraged to apply.*