



Title	Wood Studio Manager
Department(s)	Programs
Reports to	Deputy Director
FTE	Part-time, 32 hrs/week, \$27-29/hr. + benefits
Status	Non-Exempt

Job summary

Pratt Fine Arts Center is seeking a highly motivated and energetic Wood Studio Manager. Reporting to the Deputy Director, the Wood Studio Manager will be responsible for the overall vision, direction, budget, and management of Pratt's wood programs, including an ongoing array of educational offerings as well as a studio access program for independent artists. The Wood 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.

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. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

RESPONSIBILITIES

The Wood Studio Manager is responsible for creating educational experiences for a diverse group of people. The manager provides resources in the studios that meet the needs of individual practicing artists. The Wood Studio Manager will work closely with the Deputy Director to refine and strengthen class offerings, studio access, and outreach initiatives. Primary responsibilities include:

- Develop and schedule an ongoing variety of classes and workshops to serve students of all backgrounds and skill levels
- Administer program content including writing class descriptions, securing images and instructor bios, proper entry into registration software systems, as well as effective communication and coordination with other departments
- Foster the growth and success of the studio access program within the Woodworking and Woodturning 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
- Recruit, train, supervise, and evaluate instructors

- Serve as the primary contact for Pratt policy and procedure compliance for instructors
- Recruit and institute Master Artist class offerings
- Supervise/manage all Wood support staff, including Access Coordinators and Studio Technician, as well as Pratt Points Volunteers
- Create, maintain, and communicate studio policies, procedures, and standards to support staff, instructors and teaching assistants, students, volunteers, and studio access users
- Ensure proper management of maintenance and inventory controls for the department facilities, tools, equipment, and studio supplies while meeting determined budgetary and revenue goals
- Create and maintain community partnerships between Pratt and local communities such as the Seattle Spoon Club and Seattle Woodturners by serving as an ambassador for Pratt for new engagement in the wood studios
- Upkeep and maintenance of wood studios and related facilities
- Work closely with instructors, staff, and community to ensure a positive and engaging experience for students and access users
- Serve on at least one board/staff committee and participate in annual org-wide events such as Open House and the Annual Art Auction
- Work with other staff to plan and assist Pratt events and all studio-related special events

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field or equivalent experience
- Prior experience in arts management, teaching, and/or administration for a nonprofit
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity, and inclusion
- Broad knowledge of wood-related topics, trends, processes, and skills
- Strong oral/written communication and project management skills
- Experience with projects and budget management, purchasing and inventory systems, and cost estimation
- Detail-oriented with management and leadership skills
- Networking skills and connections within local and national woodworking communities
- Strong organizational skills and the ability to work as part of a team and build professional relationships in the community
- Database experience and proficiency in Microsoft Office

PREFERRED QUALIFICATIONS

- Ability to build strong relationships with diverse community partners
- 3+ years of experience in arts programming and/or production
- Familiarity with the Central Area, local arts organizations, or related institutions
- Passion for innovative wood-related 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
- Ability to manage frequent interruptions and switch tasks quickly and effectively between studio management and customer service
- Comfortable working in a busy office setting as well as the loud, often dirty atmosphere of the studios

COMPENSATION

\$27-29/hour + 80% employer-paid medical and dental. Long-term disability provided. Employee-paid short-term disability and retirement programs are provided, but optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

APPLICATION REQUIREMENTS

Please send a cover letter outlining your interest, qualifications, and commitment to diversity, equity and inclusion, as well as a resume and three references to Natalia Torres, Deputy Director, at ntorres@pratt.org. No calls or drop-ins, please.

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 DEADLINE

The position is open until filled with initial applicant review and priority given to those who apply by March 24th, 2025.

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 a racially diverse team. Black, Indigenous, & People of Color (BIPOC) are encouraged to apply.