



<b>Title</b>	Wood Studio Manager
<b>Department(s)</b>	Education
<b>Reports to</b>	Director of Programs
<b>FTE</b>	Part-time, 32 hours a week, \$22/hr. +benefits
<b>Exempt Status</b>	Non-Exempt

### **JOB SUMMARY**

Pratt Fine Arts Center is seeking a highly motivated and energetic Wood Studio Manager. Reporting to the Director of Programs, 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.

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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 Wood Studio Manager will be expected to work on-site for studio management tasks as needed and remotely for administrative tasks and meetings. Subject to change.*

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Pratt Fine Arts Center is an equal opportunity employer and committed to diversity, equity and inclusion. 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 that exposes them to traditional and contemporary wood techniques. The manager provides resources in the studios that meet the needs of individual practicing artists. The Wood 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 Woodworking and Turning 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 Seattle Woodturners, Seattle Spoon Carving Club, Seattle Central Wood Technology Center by serving as an ambassador for Pratt for new engagement in the Woods 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 Studio Access Coordinators 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 board/staff 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 Wood 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 wood-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 large woodworking tool maintenance, how to build out a wood shop.
- Networking skills within the woodworking community
- Exemplary computer and internet skills.

**Desired Qualities**

- Ability to build strong relationships with diverse community partners
- 3+ years of experience in woodworking programming and production
- Experience with delivery of online and/or recorded content; technical skills in video production
- 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

**Compensation:** \$22/hr. + 80% employer-paid medical and dental. Long-term disability provided. 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:** June 6, 2021