

Studio Manager

Full-Time, Salaried, Exempt

Some evening & weekend hours required



Spudnik Press Cooperative seeks a highly organized, outgoing, and collaborative individual to support Spudnik Press Cooperative's mission to provide facilities and services to anyone who wishes to be creative through print. The Studio Manager will bring leadership and strategic vision to Spudnik Press Cooperative facilities, equipment, and educational offerings in order to maintain a conducive artistic environment for all that utilize our Spudnik Press Cooperative. Studio Manager is a leadership-level position and must be well-versed in multiple printmaking processes.

The Studio Manager will directly manage the following program areas: Studio Use, Education, Youth Programs, and Client-based Publishing. They will also work closely with other staff to support the following programs: Invitational Publishing, Residencies, Studio Fellowships, and Exhibitions.

An essential aspect of this position will be to ensure that facilities and equipment are able to fully accommodate the programmatic and administrative needs of the organization while ensuring a welcoming, accessible, efficient, and safe work environment for staff and visitors. In 2019, Spudnik Press Cooperative is beginning a substantial "facilities & equipment" project as part of our 2019-2022 Strategic Plan. The Studio Manager will have a leadership role in this work as we complete 1) a thorough assessment of all facilities including current equipment usage, digital tools, safety, studio and office workflow, 2) a cost-benefit analysis of the Annex and private studios that takes into consideration soft benefits such as audience development opportunities, and 3) Determine short- and long-term costs for all prioritized facility and equipment improvements as well as projected income opportunities. To excel at this work, the Studio Manager will have comfort and experience with budgeting, program assessment, and project management. In addition to this strategic approach to studio management, the Studio Manager will be responsible for daily studio upkeep, organization, inventory, maintenance, and as needed press and equipment repair. They must be comfortable with mechanical and digital technology and must be able to trouble-shoot and research issues as they arise.

Within the Studio Use program area, the Studio Manager will lead regular authorization sessions for those new to Spudnik Press, orient monthly keyholders, and coordinate private studios leases. The Studio Manager will support the Studio Fellowship program by co-interviewing applicants, then providing authorization, monitor training, and ongoing technical support to enable them to thrive in their personal artistic practice as well as their role as studio monitor. Similarly, the Studio Manager will support our Resident Artists, ensuring they have the tools and support required to complete their residency projects.

Through the Publishing programs, the Studio Manager will have the opportunity to work with artists and clients to produce innovative and well-executed print-based artwork, ranging from totebags to risograph publications to limited edition intaglio prints.

Through our Education and Youth programs, the Studio Manager will coordinate all public classes and workshops. This work involves developing public class schedules, coordinating private lessons and on- and off-site workshops for youth and adults, hiring, training, and supporting teaching artists and teaching assistants, coordinate supplies, and various other administrative tasks. The Studio Manager is expected to teach private workshops and lessons that occur during regular business hours.

For each of these programs, the Studio Manager will manage budgets, orchestrate all logistics from planning through execution, maintain accurate program information online and in print, staff and document events, lead assessment processes, set objectives and continually push these programs to better achieve our mission and serve our constituents. This work will require the use of databases and other shared organizational systems.

The Studio Manager will directly manage one employee: A part-time Studio Assistant/Shop Tech directly reports to the Studio Manager, and is tasked with providing support for all of the above responsibilities, with an emphasis on ensuring the daily upkeep and organization of the studio. The Studio Manager will also work closely with college interns and volunteers to support all of the above responsibilities.

Finally, the Studio Manager will be expected to support fundraising initiatives by contributing to grant proposals as needed, serving on event committees, and by generally building relationship with current and potential supporters.

On a daily basis, the Studio Manager will balance responsibility across these programs and collaborate with their coworkers to ensure all programs work in harmony towards our mission. This is a fast-paced job that requires impeccable organization, project management skills, teamwork and executive decision-making. Competencies that have been identified as essential for all staff at Spudnik Press include consistency and reliability, dedication to community, and conceptual thinking. Spudnik Press staff are expected to bring passion and integrity to their work while enjoying the community of creative artists, makers, students, and teachers that contribute to Spudnik Press.

For more information about Spudnik Press, please visit www.spudnikpress.org.

Key Skills & Qualifications:

- Extensive experience creating professional-quality fine art prints utilizing multiple printing processes
- Studio manager, assistant, technician, or similar studio-based experience
- Teaching experience
- Experience managing staff, interns, or volunteers
- Familiarity with IT and digital printers
- Project management experience
- Strong problem solving skills
- Outstanding organizational skills
- Ability to create and maintain budgets
- Outgoing demeanor and strong communication skills

Working Environment:

- Shared office within high-energy print making studio
- Six employees (2 full-time, 4 part-time)

Salary range is \$34,000 - \$38,000, commensurate with experience. Benefits include three weeks paid time off, plus up to six paid holidays per year. Additionally, all staff receive waived tuition for all Spudnik Press classes, and unlimited access to all materials and equipment.

To apply, please send e-mail with cover letter and resume to angee@spudnikpress.org.

Application review will begin June 1.