



Job Title: Studio Coordinator

Reports To: Director of Learning and Engagement

A part-time, non-exempt, hourly position, responsible for the development and execution of engagement in the Museum's Studio maker spaces.

This position supports the goals of SVMoA's Learning and Engagement Department to enrich the creative offerings and arts objectives for Wood River Valley community members. This position is responsible for the development and execution of workshops offered through Sun Valley Museum of Art, including creative classes for adults and coordinating with Boise State University Teaching Artists.

A successful candidate will take ownership of the studio facility, equipment and supplies. They will coordinate with and act as a host to visiting artists and instructors while providing hands-on support for learning and art making. Duties include development of annual class schedule, recruitment of teaching artists, administrative responsibilities including executing contracts and accounts payable, coordination with marketing, and communication with participants.

Primary Responsibilities

- Work with Director of Learning and Engagement to develop maker space events and engagement
- Teaching Artist recruitment and communication, development of contracts, management of travel, lodging and other related expenses
- Development of class descriptions and marketing materials, management of class enrollment and ordering of supplies
- Monitor the start and end of each class session.
- Management of ongoing class evaluation and understanding desires of patrons
- Support SVMoA's mission and vision through an understanding of the scope of programming offered

Key Interfaces

This position will interface with the following groups:

- Director of Learning & Engagement and Programming Staff
- Administrative Support Staff
- SVMoA Class/Workshop Participants

Focus

- Workshop Administration: 90%
- SVMoA Event Support: 10%

Hours

The position is a part-time, non-exempt, hourly (15-20 hrs/week) position. Pay will range from \$25-30 per hour depending on qualifications. Hours will depend on Museum programming.

Work requires the flexibility to frequently work evenings and/or weekends according to SVMoA's calendar of programs and events. Regular office hours for SVMoA's Ketchum location are Monday-Friday, 9am-5pm. SVMoA is open to the public Tuesday-Friday, 10am-5pm, and Saturday, 11am-4pm.

Qualifications

- Bachelor's degree in the arts or equivalent work experience
- Interest in contemporary art and its practice
- Desire to delight students in engaging them with ideas and hands on making projects
- Demonstrated proficiency with Microsoft Office applications, Word, PowerPoint, Outlook and Outlook calendar
- Strong organizational skills and proven record of success with complex and detail-oriented projects
- Proven ability to manage multiple projects according to strict deadlines
- Excellent time-management skills
- Good public presence and positive attitude toward all people
- Spanish language skills are a significant asset
- Team player
- Knowledge of local and regional artists and local arts community a plus

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, and climbing/descending steps.

Statement of Diversity, Equity, and Inclusion

The Sun Valley Museum of Art is committed to fostering and supporting a diverse workplace and is proud to be an equal opportunity employer. SVMoA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVMoA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.

The Sun Valley Museum of Art is an Equal Opportunity Employer.