

JOB DESCRIPTION

Title	Metal & Stone Studio Manager
Department(s)	Education
Reports to	Executive Director
FTE	.8 = 32 hours per week
Exempt Status	Non-Exempt

JOB SUMMARY

The Metal & Stone Studio Manager will budget, develop, organize and implement departmental curriculum, rental program, demonstrations, Master Artist program and the overall operations of the sculpture facilities to include the Fabrication studio, Blacksmithing studio, Foundry, Stone Yard, and Mold Making studios. The Metal & Stone Studio Manager will work closely with the Executive Director and other Studio Managers to form and drive the mission and vision of Pratt as it relates to the department and ensure program excellence.

PROGRAMMING

- Implement and manage curriculum of 100+ classes annually covering a diverse range of sculptural topics and processes
- Coordinate scheduling and supplies for all classes
- Create, maintain and communicate studio policies, procedures and standards to instructors, students and studio renters
- Foster the growth and success of rental program within the Metal & Stone Studios
- Recruit, train, supervise and evaluate instructors and TAs
- Supervise the Sculpture Technician and Pratt Points Volunteers
- Work closely with the Sculpture Instructors, Staff and community to ensure a positive and engaging experience for the students and renters
- Works with other staff to plan and assist Pratt events and all studio-related special events.
- Ensures proper management of maintenance and inventory controls for the department facilities, tools, equipment and studio supplies while meeting determined budgetary and revenue goals
- Maintain all records for Metal & Stone Studio, including: MSDS, equipment and chemical logs and curriculum-related documents

OUTREACH & COMMUNITY BUILDING

- Work with Marketing Director to identify target demographics for potential new students
- Engage in external community events related to metal and stone sculpture and promote Pratt programs
- Reach out to community groups and organizations to increase awareness of Pratt programs and explore potential partnerships

- Foster growth in the rental program, including promotion to students in classes

MINIMUM REQUIREMENTS

- Bachelor's degree in a related field with 3 years related experience, or comparable experience
- Broad knowledge of sculpture-related topics, trends, processes and skills
- Experience working with arts organizations, non-profits, and artists
- Experience with projects and budget management, purchasing and inventory systems, and cost estimation
- Demonstrated abilities as a leader and communicator
- Possess strong organizational skills and the ability to work as a team and build professional relationships in the community
- Experience managing staff
- Database experience and working knowledge of MS office

DESIRED QUALITIES

- Flexibility, independent worker, sense of humor
- Ability to manage frequent interruptions and switch tasks quickly and effectively between studio management and customer service
- Keep a positive demeanor in a fast paced work environment while adapting to an evolving organizational structure
- Comfortable working in a busy office setting as well as the loud, often dirty atmosphere of the studios

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.

Compensation: \$16-18/hour DOE + 80% employer contribution to 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.

Application Requirements

Please send cover letter, resume, a short writing sample of a class description, and three references to Steve Galatro, Executive Director, at sgalatro@pratt.org.

Application Deadline

Friday August 16, 2013