



Crooked Tree Arts Center Studio Coordinator - Petoskey

Job Description

As **Studio Coordinator** at Crooked Tree Arts Center - Petoskey, you'll be an integral part of a creative, inspiring, community-based arts organization that has served Northern Michigan for over 50 years. At CTAC, our mission is to create ways for people to connect, learn, and grow through the arts. We offer year-round visual arts exhibitions, classes, lectures, performances, and other special events.

The **Studio Coordinator** works with staff, contract instructors, students, and volunteers to support all aspects of CTAC's Visual Arts programming. The Studio Coordinator is responsible for: teaching visual arts courses and running programs that are consistent with CTAC's mission, maintaining safe and well-organized studios, ordering and storing studio art supplies, tools and materials, and supporting administrative tasks related to course planning, web posting, and registration processes.

This full-time, salaried position is ideal for a flexible, well-rounded, creative, organized, and self-driven teaching artist. The ideal candidate has experience teaching both youth and adults in a variety of media, has experience working with CRM software or is comfortable learning new software, and is available to work Saturdays and evenings. (The actual schedule is flexible). This position is based in Petoskey, but occasional one-day travel throughout Northern Michigan may be required.

Required Skills, Interests, and Abilities:

- Strong organizational skills and attention to detail
- Familiarity with a variety of art media, and expertise in one or more areas
- Confidence using technology and learning new applications
- Sensitivity to diverse audiences
- Excellent time management and communication skills
- Must be able to lift up to 25 lbs regularly and 50 lbs occasionally

Minimum Qualifications:

- Education in the visual arts (any area of studio art, fine art, or design)
- Must have a valid driver's license
- At least two years of teaching experience
- Experience teaching both youth and adults
- General knowledge of art history and contemporary art
- Knowledge of safe studio practices

Preferred Skills:

- Experience in curricular design and development
- Experience with CRM applications
- Experience with project management applications
- Graphic design skills
- Social media and marketing experience
- Online teaching experience

Essential Duties and Responsibilities:

- Teach visual arts courses in the fall, winter, and spring terms
- Run and/or help run youth arts camps in the summer
- Maintain studios, tools, and supplies
- Support administrative processes related to educational programming

The Studio Coordinator will:

- Assist in developing the overall schedule of classes
- Add courses to registration systems and CTAC's website
- Assist the Visual Arts Director in securing additional contract instructors as needed
- Work with volunteers on community outreach programs
- Promote CTAC visual arts education programs
- Build relationships and collaborations with community partners
- Serve on various CTAC committees as needed (outreach, summer workshops, culinary)
- Support other educational programs as needed

Benefits and Compensation:

- Starting Salary \$40,000
- Health Insurance provided
- 403 B Retirement Plan
- Short Term Disability Plan
- Two weeks paid vacation plus paid time off during Christmas and New Year's Eve, and Spring Break.

To apply, please include a cover letter, resume, and three references. Email to Sheila Reun, sheila@crookedtree.org. Priority will be given to applications received by June 15, 2024.