

**Title:**

Art Studio Director

**Position:**

Seattle-based **MadArt**, seeks an **Art Studio Director** to oversee the day-to-day operation of its venue, art exhibitions, and both artist and community relations. It's a one-of-its-kind entity, which seeks a very special curator to carry out the mission of its Founder, and seek and support the ways in which it brings art to the community in unexpected ways.

**Roles and Responsibilities**

In this full-time position, the Director is the day-to-day lead for the studio, general manager of the organization, and at all times fully supports the mission of the organization and its Founder.

The Director’s job is cross-functional and includes strategic direction and curation for the organization, project management, and people management. Additionally, we seek an individual who has a strong hold on and familiarity with contemporary public art.

The Director is:

* A curator
* A liaison to artists and the general public
* Experienced in producing and running events and exhibitions
* Has excellent written and verbal communication skills
* Computer-literate and Mac- and Word-proficient (for calendars, spreadsheets, basic documents, Wordpress)
* Experienced in public speaking
* Able to work periodic evenings and weekend days

The Director’s responsibilities extend throughout the following categories, but are not limited to:

* **Responsibilities to the Founder**
* The Director works directly with the Founder in all operational capacities as needed to implement the organization’s vision and actualize projects. The Director communicates directly with the Founder, and while collaborative decisions are preferred, final decisions rest with the Founder.
* **Project Management & Artist Liaison**
* The Director is the primary point-of-contact for all projects initiated by the organization, as well as all projects brought into the organization via artists. Projects may include shows at the studio, as well as those which are sponsored by the organization, but held at outdoor or supplemental locations.
* The Director is the primary point-of-contact for all artists brought in to work at the studio. Once an artist is secure, the Director is artist’s liaison for all questions related to logistics for load-in and load-out, all communications related to artists work while it’s under this organization’s umbrella, and constant oversight of the artist while he/she is working in the studio.
* **Identifying New Artists**
* The Director maintains a constant pulse on and knowledge of artists, keeping an eye out for artists whose work fits the criteria of work this organization supports.
* The Director regularly reports to the Founder with a complete presentation of the potential artists for the studio space (this includes proactive research on those artists, gallery/studio/installation visits, online investigation/research, etc)
* **Studio/Venue Management**
* The Director is responsible for the day-to-day running and upkeep of the organization’s artist studio space, as well as its use as a venue.
* **Staff Management**
* The Director is responsible for the daily management of staff members/interns, and is at all times familiar with their workloads and responsibilities (this includes website oversight, social media + external communications, event coordination, space logistics), ensuring a seamless transition and effective coverage of all work at all times. The Director also oversees all volunteers/docents and any/all work with partner organizations, as needed.

(More detailed job description available to candidates selected to interview for the position)

**Necessary Qualities and Skills:**

* Calm and friendly disposition in the workplace
* Poised and professional communicator (both in-person, and written). Also read: excellent verbal and written communication skills
* Initiative-taker, but rule-follower
* Extremely detail-oriented and careful
* Comfortable with a wide variety of tasks and responsibilities, and due the fact that the organization is very small, lives by the “no job too big, no job too small” approach
* Willingness and desire to accept and take on new challenges for professional growth
* Strong customer service skills
* Ability to prioritize, and work well under deadlines
* Highly organized, with the ability to handle multiple priorities at once

**Necessary Experience:**

* Bachelor’s degree
* Minimum of 5 years of professional experience
* Curation / curatorial experience
* Experience working with and/or knowledge of contemporary artists
* Experience working independently with minimal supervision, so as to (a) know it’s a work setting reality that works for you, and (b) prove your effectiveness working autonomously
* Proven ease establishing relationships with new co-workers.

**Workday:**

* Monday – Friday, business hours (approximately 8:30am – 5:00pm). Will need to work weekends, occasionally, depending on artist shows (will know schedule well in advance)

**Salary:**

* Salary: DOE (To be discussed in-depth during interview process)

**Work environment:**

* Studio space in Seattle

**Application instructions:**
\*Please note: this position is being posted, and the interview process run through The Meyer Suite. The Art Studio Director will be employed by MadArt, not by The Meyer Suite. But, all application materials are to be submitted through The Meyer Suite, as requested.

PLEASE READ: In lieu of a formulaic cover letter, please answer the following questions within the body of your reply to Elizabeth@themeyersuite.com, and attach your resume.

1. In what ways does this position description capture your attention and interest? Please include two points, and elaborate.
2. Of the positions included in your resume, in which position were you most autonomous in your work?
3. Are you a stronger manager of people or "work?" Please elaborate
4. Your current or most recent employer would be devastated to see you go because \_\_\_\_\_? But they will support your decision to leave because they will not able to provide you \_\_\_\_\_\_\_\_?
5. We will likely hire someone who is mid-career. You have some professional experience behind you, and you have years ahead of you. Based on where you are in your career now, what new experiences or responsibilities are you ready to accept, knowing you lack them now, but that they'll be instrumental to your work down the road?
6. What do you want us to know about you that may not be obvious when we look at your resume?
7. If your friends and associates were all asked to use one word to describe the way you work, most of them would use what word?
8. Your target salary (There is a tendency to be vague, but please do not be vague. Your work has value and we want to know you know your value and non-negotiables.)

Thank you for your time reviewing this job description and applying for the job. Due to the volume of responses we receive, we will not be able to acknowledge each application. If we feel you could be a good fit for this position, we will contact you. Please do not contact us multiple times.