

**Organization: Eureka Springs School of the Arts**

**Job Title: Studio Coordinator (Wood/Iron)**

The Eureka Springs School of the Arts is seeking a part-time Wood and Iron Studio Coordinator

**Position Summary**

The Wood and Iron Studio Coordinator is responsible for keeping two studios in good working order and preparing for each class or activity scheduled in the space. Through a helpful and welcoming presence, the Coordinator sets the tone for all classes by successfully communicating with instructors and ESSA staff to insure the smooth operations of workshop and studio supply ordering, studio setup, studio safety and general operations of the studio. The position provides studio monitoring during open studio days and special events as well.

**Principal Accountabilities**

- Provide general assistance to support the wood and iron studios, including administrative and technical tasks.
- Monitor workshop schedules and ensure studio preparedness.
- Maintain studio space. This maintenance includes cleaning the space, keeping the space and supplies organized, tracking the supply inventory, and refreshing the inventory when necessary.
- Clean and maintain equipment as directed.
- Ensure that students and instructors have necessary tools.
- Serve as a liaison between ESSA, instructors and students.
- Safely operate equipment in both studios.
- Orient instructors and students on safe and proper use of equipment.
- Monitor and ensure student and instructor safety and provide safety orientations at the beginning of each workshop.
- Open and close studios during workshops and special events.
- Work a flexible schedule that may include mornings, afternoons, and/or evenings; hours per week will vary based upon studio usage.
- Engage in regular email and telephone correspondence with instructors and ESSA staff.

**Skills and Qualifications:**

Previous experience in woodworking and metalworking is preferred

Proficiency in Microsoft Word and Microsoft Outlook

Excellent verbal and written communications skills

Ability to work independently with little supervision

Excellent interpersonal skills

Physically capable of standing for extended periods of time and lifting up to 70 pounds

To apply, submit a cover letter, resume and one (or more) letter(s) of reference to Kelly McDonough, ESSA Executive Director, at [director@essa-art.org](mailto:director@essa-art.org) or via mail to ESSA at PO Box 657, Eureka Springs, AR 72632.