



Position Description: Program Director – Textiles

Pay Rate: 17.00 per hour

Hours: Part time, minimum of 20 hours per week. Schedule may fluctuate depending upon the needs of program

Job Brief: Develop and manage a diversified, innovative, and quality arts educational program in a specific department for a diverse student population. Collaborate with the Lead Program Director to ensure the overall curriculum meets the needs/demand of the student population.

Job Responsibilities:

- Develop, coordinate, and maintain an appropriate mix of courses and workshops that are artistically and educationally sound.
- Contract, negotiate pay rates within approved guidelines, and train, orient, evaluate, and maintain high quality artist instructors for all courses.
- Manage department budget and expenses, and track revenue and growth.
- Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Manage administrative responsibilities associated with instructors including contracts and payment.
- Act as the point-of-contact for students and handle customer relations
- Maintain studio facilities and ensure that equipment, supplies, and other items necessary for instruction are purchased within budget and available in a timely manner for the completion of class activities.
- Create the course descriptions and schedules for the quarterly class catalog and enter in the ProClass registration system
- Process registrations (email, walk-in, or phone), answer phones, and provide excellent customer service when in the office.
- Teach classes and substitute for instructors when needed.
- Order supplies, coordinate classroom resources, and help with any set-up required for classes, workshops, and Taste of Art experiences. This includes, in some instances, working on Saturday and/or Sundays.
- Perform the administrative and record-keeping responsibilities as outlined by the Executive Director and as needed to account for transactions and activities.
- Handling other duties as assigned by the Executive Director.



Qualifications:

- MFA (Master of Fine Art) preferred with a minimum of BA (Bachelor of Art) from four-year college or university in related field.
- Computer skills required: Internet Software; Microsoft Office; electronic file management, electronic calendaring, Windows operating systems, Google Docs, and internet software, Pro Class Software.
- Other skills required: Proficiency in studio equipment management and operation.

Interested applicants should send a cover letter and resume to Sawtooth's Executive Director Amy Jordan, amyjordan@sawtooth.org.