



### **Half-Time Studio Manager for Orr Street Studios: Job Description**

Orr Street Studios seeks a half-time Studio Manager to oversee the daily activities of our unique and innovative facility, working closely with our resident artists and volunteers to ensure smooth and efficient operations that foster a creative, welcoming, and inclusive environment.

Orr Street Studios is a nonprofit entity located in the heart of the North Village Arts District with 21 artist studios, a large gallery and an outdoor patio. Currently we have 24 artists in residence, four of whom are emerging Black artists whose studios are supported by Veterans United.

Orr Street Studios was created to provide an environment through which the community can interact and participate directly with art and artists, connecting the community with artists in a space where art is made. Our signature events include: First Fridays, Second Saturdays for Kids, Hearing Voices/Seeing Visions, an annual fundraiser, and rotating gallery exhibits.

(See also: [orrstreetstudios.com](http://orrstreetstudios.com))

#### GENERAL JOB RESPONSIBILITIES:

- Interact with studio artists, address issues relating their studios and the facility itself such as building access, leases, building upkeep and maintenance, day-to-day activities and upcoming events.
- Interact with the public by welcoming visitors, providing information, answering questions, conducting tours and representing Orr Street Studios in general.
- Provide administrative functions: Distribute and/or answer daily mail, email, pay bills that aren't automatically paid, order supplies, deposit and write checks, etc. Communicate with the Event Manager regarding scheduled events as needed, maintain the Orr Street Studios calendar and provide administrative support to Board Co- Presidents & working committees, as needed.

- Oversee the building premises and related issues & communicate with Co- Presidents as needed.
- Ensure studios are rented by promoting our facility as the premier studio space in the community and by maintaining an up-to-date list of interested artists and contacting them as spaces become available.

## QUALIFICATIONS

### Education and Experience

- Demonstrated successful work experience required. Associate or college degree is preferred. High School Diploma is required.
- Familiarity with the visual arts through school, professionally or socially, is preferred but not required.

## KNOWLEDGE AND ABILITIES

- Friendly, professional demeanor; enjoys working with people
- Excellent written and verbal communication skills
- Solid time management and organizational skills
- Ability to work independently and collaboratively with multiple parties
- Strong attention to detail with ability to track and complete tasks in a timely manner

## SKILLS

- Proficient in Microsoft Office (email, Word, Excel, Powerpoint) and technology in general
- Basic bookkeeping skills and familiarity with Quick Books (or willingness to learn Quick Book if this is a gap)
- Media and marketing familiarity with Facebook, Instagram, other platforms
- Ability to update/change Orr Street Studios website is a plus but not required.

## EQUIPMENT AND WORKING CONDITIONS

Work is performed at our location. An office, with a desk and office chair, is provided. A laptop computer and a printer are also provided and other office supplies.

## PHYSICAL DEMANDS

This role requires hand dexterity for office machine operation; stooping, climbing, twisting and bending to reach files and supplies; mobility to complete errands in and outside of the office and meet visitors and artists; ability to stand/sit for up to four hours each day; ability to communicate

clearly when using the telephone and email; ability to go up and down a stairway, carrying objects.

### COMPENSATION

Salary is \$20,000 annually for this 1/2 time position, with two weeks paid vacation and standard holidays.

### REQUIRED HOURS

This position requires set office hours of four hours a day, four days a week, at Orr Street Studios. Four hours a week are flexible as far as when and where worked.

**Send inquiries and/or a "letter of interest" along with a résumé to [director@orrstreetstudios.com](mailto:director@orrstreetstudios.com). Interviews will begin June 3rd or earlier, depending on applications recieved. Please send an email with your name and phone number if you have questions and would like a return phone call prior to submitting a formal resume.**