**Artist Opportunity Job Description**

20 - 30 hours/week

**Objective:** Manage Artist Residencies, Internships, Volunteers and Scholarships.

**Considerations/Guidelines:** Artist opportunity programs are strategic resources to the Morgan Conservatory meant to:
- Engage and educate the public
- Give artists resources for professional development
- Provide space and time for developing the crafts of papermaking, letterpress and book arts

**Background and Preparation:**
- Be knowledgeable of all program plans (strategic and current year) of all Morgan Conservatory programs.

1. **Artist Residencies (AIR)**
   - Put out an annual Call for Artists
     - Work with Marketing and Communication Manager to promote the call
     - Receive and organize the applications
     - Answer submission related questions
   - Present AIR applications to the AiR Committee to be juried
   - Contact selected artists and rejected artists
   - Create an AIR schedule based on proposed residency timelines
   - Distribute AIR contracts and stipends
   - Lead an orientation for each AIR, introducing them to the building and studios
   - Work with studio manager to arrange for intern assistance when necessary
   - Bill AIRs for materials and instruction when applicable
   - Provide a Request for Payment to the Executive Director for AIR stipends
     - Collect W9s when applicable

2. **Internships**
   - Create two calls for interns, Winter and Summer
     - Work with Marketing Coordinator to promote the call
     - Receive and organize the applications
     - Answer submission related questions
   - Present intern applications to the department managers to be reviewed
   - Contact selected interns and schedule interviews with department managers
   - Create an intern schedule based on availability
     - Coordinate with other programs to make a list of tasks
   - Lead intern orientation
     - Distribute contracts, liability and photo releases, studio checklists, safety sheet, orientation guide, time sheets
     - Show interns around the building, garden, studios
iii. Go over studio rules

f. Coordinate with Artistic Director, Studio Coordinator, Studio Assistant to schedule papermaking and book arts training sessions

g. Fill out College Credit timesheets when applicable

h. Work with Development manager on the funded Summer Internship

i. Table at career fairs in order to recruit new interns

3. Volunteers

   a. Recruit individuals interested in volunteering at the Morgan.

   b. Keep an updated list of volunteers

   c. Create a volunteer schedule based on availability

   d. Show volunteers around the building and garden.

   e. Send out volunteer opportunities

   f. Distribute time sheets

   g. Schedule volunteer workdays and volunteer events

4. Scholarships

   a. Create calls and criteria

   b. Work with Marketing Coordinator to promote the call

   c. Receive and organize the applications

   d. Answer submission related questions

   e. Inform Participants

   f. Organize intake and feedback forms