

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:

1. Engage and educate the public
2. Give artists resources for professional development
3. Provide space and time for developing the crafts of papermaking, letterpress and book arts

Background and Preparation:

1. Be knowledgeable of all program plans (strategic and current year) of all Morgan Conservatory programs.

1. Artist Residencies (AIR)

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

2. Internships

- a. Create two calls for interns, Winter and Summer
 - i. Work with Marketing Coordinator to promote the call
 - ii. Receive and organize the applications
 - iii. Answer submission related questions
- b. Present intern applications to the department managers to be reviewed
- c. Contact selected interns and schedule interviews with department managers
- d. Create an intern schedule based on availability
 - i. Coordinate with other programs to make a list of tasks
- e. Lead intern orientation
 - i. Distribute contracts, liability and photo releases, studio checklists, safety sheet, orientation guide, time sheets
 - ii. 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