



morgan art of papermaking conservatory & educational foundation

Artist Opportunities Manager

Job Summary: The Artist Opportunities Manager will manage and oversee the Morgan Conservatory's Artist-in-Residence program, internships, volunteers, scholarships, and Open Studio opportunities. They serve as a representative of the Morgan at community meetings, art fairs, job fairs, and other events, and they strategically connect artists with resources for professional and artistic development while engaging and educating the public. The ideal candidate will have studio experience in papermaking, letterpress printing, and/or book arts, as well as a strong background in arts administration, excellent communication skills, a passion for supporting emerging and established artists, and a willingness to learn and grow within our creative environment. This position reports to the Executive Director and works closely with other program areas.

Key Responsibilities:

1. Artist Residencies (AIR)

- 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
- Present AIR applications to the AiR Committee to be juried
- Contact selected and rejected artists
- Create an AIR schedule based on proposed residency timelines
- Distribute AIR contracts and stipends within budget
- Lead an orientation for each AIR, as main point of contact, introducing them to the building and studios
- Schedule and promote Artist Talk
- Bill AIRs for materials and instruction when applicable
- Provide a Request for Payment to the Executive Director for AIR stipends
 - i. Collect W9s and all applicable forms

2. Internships

- Create two calls for interns, Winter and Summer
 - i. Work with Marketing to promote the call
 - ii. Receive and organize the applications
 - iii. 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 and coordinate with other programs to make a list of tasks
- 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 and act as first point of contact
- Coordinate with Executive Director, Studio Coordinator, Studio Assistant to schedule studio training sessions
- Ensure specific tools or materials needed are readily available
- Fill out College Credit timesheets when applicable
- Table at career fairs and other events to recruit new interns
- 3. Volunteers**
 - Schedule volunteer work sessions and volunteer events
 - Work with Marketing to help promote sessions/events
 - Keep an updated list of volunteers and recruit new volunteers
 - Create a volunteer schedule based on availability
 - Show volunteers around the building, garden, or other areas specific to tasks
 - Ensure specific tools or materials needed for the volunteer session are readily available.
- 4. Scholarships** (Morgan Equitable Artist Fund)
 - Receive and organize the applications
 - Track EAF balance and distribution, coordinating with Workshop Manager
 - Answer submission related questions
 - Inform Participants
 - Organize intake and feedback forms
- 5. General and Administrative**
 - Maintain accurate records of artist contacts, submissions, and opportunities.
 - Prepare regular reports on artist engagement and outcomes
 - Assist with budget management and grant reporting related to initiatives
 - Serve as a representative of the Morgan at community meetings, art fairs, and other events.

Qualifications:

- BA, BFA, or two years of related work experience.
- Strong organizational and time management skills.
- Good interpersonal skills, excellent written and oral communication.
- Knowledge of contemporary art, current trends, papermaking, letterpress printing, and bookbinding is a plus.
- Must pass a criminal background check.

The above describes the general nature and level of work performed, but does not describe all functions. Other duties may be assigned and may change from time to time as necessary.

Compensation:

- \$19- \$21/hr, part time at 25 hrs /week to start

To Apply:

Please send resume and cover letter to jobs@morganconservatory.org.

Position open until filled.