Job Posting: Residency Manager at Djerassi Resident Artists Program

Overview:
- Responsible for managing the daily program operations at the Artists Ranch
- Reports to Program Director
- Supervises Residency Associate(s), interns, and volunteers related to ranch operations

Summary of responsibilities:
The role of the Residency Manager is to assure a high quality experience for the artists-in-residence and other Program guests, maintain high standards of residency operations, and serve as resident-in-place to ensure ranch security. Work includes offering social and administrative support to the residents and staff, providing an organized program structure, preparing facilities, maintaining supplies, and assisting in the Program’s administration. The Residency Manager will create a mutually respectful environment for all residents to live and create. The Residency Manager works cooperatively with the Facilities Manager, Environmental Stewardship Coordinator, and Residency Associate and interns, and reports to the Program Director.

RESIDENCIES & WORKSHOPS/ RETREATS ON-SITE TASKS

- In collaboration with facilities team, Residency Associate, interns, and volunteers, prepare rooms and studios for arrival of artists and workshop/retreat participants. Maintain inventory of and launder all bed and kitchen linens as needed. Create and maintain check-list for cleaners. Schedule and manage all cleaners.
- Work towards a joyous and productive experience for all artists, workshop participants, hikers and other Program guests. Mediate problems that may arise between artists, alerting and involving Program Director and Executive Director when warranted.
- Lead artists and workshop participants general, safety and food orientations on first day of stay.
- Coordinate transportation for artists to and from the ranch, including airport pickups, drop-offs, weekly Town Trip, and occasional field trips.
- Assist artists with supplies, shipping and equipment needs. Accept payments of artists’ tabs at the end of each session.
- Coordinate guest nights with the Program Chef. Provide Chef with food surveys and twice weekly shopping lists. Help with dinner preparation on Chef’s working nights.
- Host artist dinners and facilitate after-dinner cleanup chores.
- Schedule and facilitate resident presentations.
- Distribute and collect end of session evaluations; aggregate responses and share, as appropriate with administrative and facilities staff.
- Recommend improvements to the program based on artists’ feedback.
● Inspect each studio after each residency or workshop, including common areas of Artists’ House and McElwee Family Artists Barn.
● Regularly meet with and work together with the facilities team to help maintain buildings. Report problems and help find solutions.
● Maintain all office and A/V equipment.
● In collaboration with facilities team, provide inventory of equipment and tools available to residents.
● Ensure ranch vehicles are clean and maintained regularly.
● Help the Executive Director, Director of Development and Trustees to coordinate any VIP and donor events at the Ranch.
● Responsible for ongoing development, maintenance and distribution of emergency procedures and periodic assessment of emergency evacuation routes.
● Serve as primary, on-call, emergency staff in rotation with other staff.
● Work with Environmental Services Coordinator and volunteer docents as needed on public and private hikes. Assist with annual Volunteer Appreciation event.
● Re-certify for CPR and First Aid every 2 years.

ADMINISTRATIVE

● Maintain daily office hours Monday-Saturday of 2-6 hours each day. An additional 4-6 hours will be worked each day, including some weekends, for program shopping, town trip, staff meetings, dinner prep, set up for artists presentations, etc. Some weeks, this will constitute a 40+ hour work week for the manager. There will be 2-hour days and 12 hour days. PACE yourself and ask for help with prioritization.
● Occasionally the daily office hours may be interrupted, such as on artist arrival days, departure days, orientation, turnaround work days, special events and workshops.
● Maintain and coordinate program files with Admin office, i.e. artist forms, phone lists, survival manual, ranch manual, emergency procedures, photos, sculpture proposals, accident reports, outside vendor invoices, Ranch checkbook, etc.
● Manage pre-arrival correspondence and collect all travel, medical, waiver and food forms for artists and workshop participants.
● Create and maintain residency scrapbooks.
● Maintain libraries of alumni work and McElwee Family Artists’ Barn library resources for residents
● Facilitate creation, display and storage of Artist Pages with appropriate identification documentation.
● Maintain inventory, display and order of all Program merchandise.
● Provide all receipts to the Bookkeeper; responsible for the petty cash box and square reader.
It is expected that 6-8 hours per week will be spent at the Admin Office to maintain and update records and photos in the server and to coordinate with Administrative staff.

**EVENTS***
- Execution and planning of numerous annual functions. Work cooperatively with all staff members on events. This includes but is not limited to:
  - Artful Harvest
  - Open House/Open Studios
  - Artist Selection Panels
  - Alumni and other artist/scientist workshop retreats
  - Volunteer Appreciation hike and luncheon
  - Annual Board Retreat
  - Middlebrook Weekend
- Attend conferences and professional development activities as requested by the Program, including the Alliance of Artist Communities conference.

**COMMUNICATIONS (SOCIAL MEDIA, WEBSITE, DATABASE, etc)**
- Act as an administrator of the Djerassi Alumni Facebook Page
- Part of a rotating team of social media posters (Instagram, Twitter, Facebook and Facebook alumni page)
- Correspond with current and future artists as well as alumni.
- Maintain and update sections of Djerassi website as assigned.

*Note: With the knowledge that some of these events do fall on weekends (i.e. Artful Harvest, Open House) and that artists emergencies may possibly arise in the middle of the night, compensatory days off may be taken to account for these. Ideally this will happen within the same pay cycle, but not to extend further than a second pay cycle. If heavily involved special events are scheduled on days off, and compensatory days off are unmanageable due to program needs (i.e. during turnaround weekends on Saturdays & Sundays) bonus pay will be negotiated based on the nature of the event and time commitment.

This is an 11-month position with responsibilities for the Core Season (mid-March through mid-November) and workshops and retreats (primarily January - March). Compensation includes salary ($23-25k), room and board and medical benefits. Valid driver's license is required; personal automobile required. Superior interpersonal and problem-solving skills are required.

Position is 92%, offering an additional 4 weeks off the mountain each year. These dates must be coordinated with the Program Director at the beginning of each fiscal year and may not be taken during core residency sessions.

Staff who live on-site are expected to be good housemates and are responsible for keeping their personal living spaces, including shared areas like the Artists’ House Kitchen and living room
clean. All living quarters are subject to routine inspection by the Executive Director. Company vehicles are available for all business-related travel. Use of personal vehicles will be reimbursed by the Program at the prevailing federal mileage rate.

Statement of Equal Employment Opportunity

Djerassi Resident Artists Program is committed to providing equal employment opportunity to all qualified persons. Djerassi Resident Artists Program will not discriminate against any employee or applicant for employment with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of their race, color, religion, creed, national origin, sex, age, sexual orientation, veteran status, disability, or ancestry.

Djerassi Resident Artists Program relies upon the accuracy of information contained in your employment application, as well as the accuracy of other data presented throughout the hiring process or obtained during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in disqualification from further consideration for employment or, if you have been hired, termination of employment.