Job Posting: Live-in Residency Associate Job Description 2020-2021

Job term: April 1, 2020 – March 31, 2021
Application deadline: March 4, 2020

Overview:
- Responsible for supporting the daily program operations at the Artists Ranch
- Reports to Program Director and Residency Manager

This position is designed for an artist (ideal for a writer or media artist) interested in spending a year on site at the Artists Ranch, developing their own creative works while supporting daily program operations at the Artists Ranch.

During residency & workshop sessions, duties may include:
- Contribute to room turnover between sessions for new artists to arrive. Do laundry of bed linens during turnarounds and table linens as needed.
- Welcome artists and orient them to the ranch facilities. Participate in the Artists' and Dinner Orientations.
- Serve as on-site, on-call staff two days & nights weekly, often on weekends, to address the questions and needs of artists or other guests present on the ranch.
- Help artists with beginning of the month evening presentations (Wednesdays and alternating Fridays). Involve use of projectors, video, and audio equipment. Attend presentations.
- Using the program’s van, provide transportation for artists to and from San Francisco Airport. Provide periodic trips to Palo Alto and vicinity for artist supplies and errands, and occasional other trips to various Bay Area locations. Confidence in driving on curvy mountain roads is essential.
- Review monthly artist evaluations and list repairs for review during staff meetings. Contribute ideas on how to improve the residency experience.
- Collect, display, then store artists pages.
- Complete other small ranch projects as needed.
- 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. The Artists’ House is a quiet space.

Special Events
- Contribute to 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
Other duties and responsibilities determined necessary to assist the Residency Manager and the Djerassi Resident Artists Program.

Compensation includes $12/h wage for an average of 15–20 hours/week, along with room, board (including Chef-prepared meals) and medical benefits.

**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.