CRAFT CENTER MANAGER

Description of Duties

GENERAL DUTIES

- Manager should be proactive in communicating with instructors and Director of New Student Orientation and Community Programs; should be self-motivated and organized, and should always seek creative ways to enhance the Craft Center and its mission.
- Manager should visit the Craft Center on a frequent basis, both to check in with the instructors and to observe the general condition of the facility.
- Manager is responsible for organizing Empty Bowls Project (working with Pottery Instructor and Director) in November; works collaboratively with Kenyon Review, MVNU, and any other parties to ensure a successful event.
- Manager should actively pursue and implement service opportunities to engage the Craft Center in the community.
- Manager should encourage participation in the Craft Center by faculty and community members and actively seek to inform the community about the mission of the Craft Center.
- Manager should check Craft Center email account regularly and respond to any inquiries. If someone not enrolled in a class would like to use the facilities, manager should first ask appropriate instructor before granting permission.
- Manager is responsible for ensuring that the cabinet in the entrance hall of Peirce has regular displays of instructor or student work. In addition to recognizing all that goes on at the Craft Center, the cabinet helps advertise the Craft Center to current and prospective students to the college.
- Manager should assist with maintenance of Craft Center website.
- Manager should check in regularly with each instructor either in person or by email to make sure their class is going well and that the instructor has everything he/she needs. Instructors should always feel that the manager is approachable and accessible, and they should know that their involvement is appreciated by students and the college.
- Manager should periodically encourage discussion of the Craft Center mission as a reminder of why everyone chooses to teach, and also to help stimulate ideas on what new directions the Craft Center might take.

OPEN HOUSE/SIGN-UP DAY

- Occurs the first Sunday afternoon (1-3pm) that all students are back in campus in the fall and spring.

BEFORE

- Manager meets with the Director of New Student Orientation and Community Programs prior to the Open House to go over instructor’s schedules (generally confirmed over the summer/winter break); discuss advertising; confirm the Open House time; and figure out what they might want to bring up at the first Craft Center board meeting. The manager prints out copies of the semester schedule of classes and brings the official registration sheets to the Open House on Sunday.
- Manager advertises via posters, Newscope, table tents, or Student-Info/All-Employee emails, website, etc.
- At the beginning of each semester, the manager sets up a table at the Activities Fair, which occurs the day before the fall Open House, to advertise, distribute paper copies of the schedule, answer questions, and display some of the work by students/instructors.
DAY OF OPEN HOUSE

- Manager and Director arrive early to the Craft Center to ensure that all instructors have the forms they need, hang up the Craft Center banner (found in the upstairs office) and to set up a refreshment table (if they would like to).
- Students line up outside the Craft Center until 1:00 pm when they are permitted to enter and sign-up on first-come-first-serve basis for the classes. The manager helps direct people to the appropriate room and makes sure the instructors have what they need throughout the afternoon.
- Students should pay instructors for the class at the Open House or on the first day of class.
- Following the Open House, instructors, manager, and Director meet for board meeting.

BOARD MEETINGS

- Generally held the once a semester after the Open House, though the time for each upcoming meeting should be confirmed with the instructors.
- Manager and Director run meeting. Usually meetings start with an update by each instructor on how their classes are going; followed by any maintenance issues that need addressing (Director then contacts maintenance); manager provides update on anything he/she has been working on (i.e. upcoming workshops, etc.); and instructors bring up anything else they would like to discuss.
- Manager sends notes from meeting to group immediately after.
- A potluck party occurs at the end of each semester at an instructor’s house.

WORKSHOPS

- Manager should organize at least one workshop per semester that is (ideally) free to students and open to the entire student body, not just those currently taking Craft Center classes.
- Manager should seek variety in the types of workshops chosen. Past workshops have included clock-making, beading (either with student instructor or Mt. Vernon bead shop owner), knitting, leather bookbinding, and altered clothing. Instructors for these classes have been found by word of mouth, though the manager can send an email out asking for potential instructors.
- Format. Most workshops last at least two hours on a single day, but students may stay longer if they need to. Some workshops can be organized over the course of two days or they can meet once a week for 2 or 3 weeks.
- Manager and instructor meet beforehand to determine what materials the instructor will buy (and be reimbursed for with their receipts) and what materials the Craft Center will provide. Manager goes out to buy supplies if needed.
- Manager advertises workshop to student body via email and has people sign up ahead of time for workshop.
- Manager attends workshop to ensure it runs smoothly, but need not instruct.
- Guest instructor is paid for their time and should sign an employment contract with the Director before working.

Application Process

All applicants must submit a letter of intent detailing their interest in the role, reasons for applying, involvement with the Craft Center (if any) and other related organizations to date, and ideas for the future of the Center. Applicants must also submit a resume. All applicants will be subject to a check of their academic and judicial records.

An interview may be required, as well as input from current managers and instructors.