

## **Part-Time Studio Manager**

### **Overview**

A contemporary artist looking for a part-time studio manager to oversee a studio experiencing growth. The part-time role would require 20-25 hours of work a week in the NYC and Jersey City area. The studio manager will play a crucial role in maintaining studio organization, coordinating production tasks, and providing support to the artist. The ideal candidate is a self-starter, highly organized, proactive problem-solver, and possesses excellent communication skills. They should also have some knowledge of equipment, and project coordination, as well as the ability to come up with ideas to optimize studio space. Experience in studio management or a related field is preferred.

Key responsibilities include but are not limited to:

- Coordinating and managing administrative tasks including scheduling, budgeting, and project management.
- Creating and editing engaging video content showcasing art exhibits, installations, and events.
- Work with curators, and other team members to install multi-media art projects.
- Maintaining, troubleshooting, and enhancing our digital and video equipment inventory.

### **Job Requirements & Qualifications:**

- Bachelor's degree in Art, Media Technology, or a related field.
- Proven experience in administrative roles including scheduling, budgeting, and project management.
- Strong proficiency in Adobe suite (specifically InDesign, Photoshop, Premier) and an understanding of video production and editing software) is a plus.
- Strong proficiency in SketchUp is a plus.
- Excellent written and verbal communication skills.
- Must be able to legally work in the U.S. and at the location in Jersey City.
- The position is hybrid in-person/ online and may require occasional travel.
- Personal vehicle required.
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook).

### **Responsibilities:**

- Be a self-starter who can handle tasks without being directed
- Maintain studio organization and ensure its continued efficiency
- Proactively solve problems as they arise
- Manage time effectively and prioritize tasks to meet deadlines
- Communicate effectively with team members and stakeholders
- Collaborate and work well within a team environment
- Plan ahead and coordinate with various stakeholders to meet studio tasks and needs
- Take initiative to elevate the studio and productions to the highest level
- Possess knowledge of overall production and project coordination
- Generate ideas on how to optimize studio space for maximum efficiency
- Prepare for each shoot by checking inventory and setting up studio spaces

### **Experience:**

- 1-3 years experience in studio management or a related field is preferred

- Strong organizational skills and ability to maintain an orderly workspace
- Problem-solving skills and ability to think critically
- Time management skills and ability to meet deadlines
- Excellent written and verbal communication skills
- Demonstrated ability to work effectively in a team environment
- Proven experience in planning and coordination
- Familiarity with video production equipment and processes is a plus
- Hands-on experience with tools and small builds is desirable
- Confidence in providing guidance and support to installation crews

Other qualities:

- Demonstrate proficiency with tools and art installation
- Some video production skills
- Confidently guide crews throughout the studio space and provide necessary support
- Act as the main advocate for the studio space and its needs

**Submit in one PDF:**

- Cover letter expressing why your qualifications and interests in art make you a fit for my studio specifically -
- Resume
- Two references with contact information (phone number and email)

Email Application to: **[debjack4@gmail.com](mailto:debjack4@gmail.com)**