

## RESIDENCY COORDINATOR

<b>TITLE:</b>	Residency Coordinator
<b>REPORTS TO:</b>	Education Director
<b>STATUS:</b>	Ongoing, Regular Part-Time Employee
<b>SCHEDULE:</b>	An average of 20 hours per week, varying seasonally.
<b>COMPENSATION:</b>	Hourly at \$23 per/hr
<b>START DATE:</b>	8/31/24, anticipated
<b>REVIEW:</b>	Oral review at first 6 months/ Annual written review yearly in December.

**About The Steel Yard:** The Steel Yard is an award-winning industrial arts center, a manufacturer of custom fine and functional public art, a craft school, shared studio, and Providence's most unique private outdoor venue.

**Our Mission:** The Steel Yard's historic campus is a platform for professional artists, makers and the community to practice and learn the industrial arts. The organization fosters creative and economic opportunities, by providing workspace, tools, training and education, while forging lasting links to a local tradition of craftsmanship.

**Diversity, Equity, Inclusion and Anti-racism:** The Steel Yard is committed to diversity and inclusion. It is the policy of the Steel Yard that there shall be no discrimination with respect to the selection of the artist in residence because of race, color, sexual orientation, religion, national origin, gender, age, physical limitations, or military status. You can learn more about [DEI at The Steel Yard here](#).

**Residency Program:** The Steel Yard's Residency Program is designed to assist emerging to mid-level artists in growing and strengthening their art practice in a supportive, cooperative environment through access to the Steel Yard's studios and facilities. Participating artists have the opportunity to work together, to take part in community events and sales and to be creative leaders in a vibrant community shop. Most of all, residents get an all access pass to our studios in pursuit of their own work.

**The Residency Coordinator** supports The Steel Yard's Residency Program and the artist participants. They will ensure the everyday smooth functioning of the program and be responsive to the needs of applicants and participants. They facilitate the creative development of emerging and mid career artists, while also crafting meaningful community engagement opportunities to highlight resident talent.

### **Role and Responsibilities:**

- The Residency Coordinator is a key member of the Steel Yard staff, they must be enthusiastic and creative in program development and growth.
- Capture information from resident surveys, data analysis, identify areas for improvement based on industry trends, marketing, and feedback.
- Track demographic data from residents and make program changes to ensure that the cohort identities align with DEI/AR goals.
- Maintain current excellence in programming, keeping up to date with best practices, while supporting studio access opportunities and equity.

- Cultivate supportive relationships with residents as well as retaining relationships with alumni.
- Identify, hire , and organize Independent Contractors to facilitate critiques and application review.
- Provide timely feedback to applicants
- Provide content for social media to highlight residency cohort and program opportunities, provide monthly newsletter content.
- Is responsible for the marketing of residency applications, and for the coordination of additional materials with the Communications Director.
- Responsive to shifting program needs, year round, including, but not limited to support of exhibitions and creative and professional development
- Contributes to grant writing and reporting in support of program
- Promote the Steel Yard's mission.
- Regularly attend staff meetings, and Board Meetings when requested.
- Participate in fundraising events and initiatives.
- Attend organizational planning meetings when requested by the Executive Director.

### **Reporting Structure**

Reports to the Education Director and, as requested, to the Executive Director

### **Benefits**

- Complimentary access to community studio access while employed at The Steel Yard
- Mentorship while working in a shop environment
- Additional Educational benefits as outlined in the personnel policies
- PTO as outlined in the personal policies

### **To Apply**

Please submit a cover letter, resume, and two professional references in an email to [adam@thesteelyard.org](mailto:adam@thesteelyard.org), with the subject line "Residency Coordinator Application." Applications must be submitted by 5PM EST on July 22, 2024. Any application submitted after this date is not guaranteed to be reviewed by the selection committee.