



## **Job Description: Studio Support Coordinator**

Bainbridge Artisan Resource Network (BARN) is a growing center for artists and makers. We seek a full-time Studio Support Coordinator who will work with key volunteers in BARN's studios to coordinate the scheduling and posting of classes using our event database. This person will work with another full-time Studio Support Coordinator to support all ten studios.

**Reports to:** Program Communications Manager

### **Responsibilities:**

- Post classes, events, and open studios in designated studios on Wild Apricot, BARN's event management software. Responsibilities include photo editing, copy editing, and setting up email notifications about each class.
- For online classes, set up all Zoom details and prepare and mail kits when needed.
- Track enrollment minimums and follow up with studios to decide whether classes need to be postponed.
- Register students who walk in, email or call to sign up for classes. Process gift certificates.
- Process registrant cancelations, class cancelations and class rescheduling - including credits/refunds, and managing wait lists.
- Print and email class rosters.
- Enter all instructor and class pricing information in Studio Compensation Spreadsheets.
- Prepare bi-weekly studio newsletters for promotion of classes.
- Fill in as an occasional Zoom Host (Online Liaison) for online classes.
- Support BARN's efforts towards greater inclusivity.

### **Qualifications:**

- Experience with database software.
- Experience with website tools such as WordPress, Wix, Squarespace or equivalent is desirable.
- Experience with Google Workspace and/or MS Office is a plus.
- Excellent communication, interpersonal, administrative skills.
- Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention, and problem-solving skills.

- Demonstrate BARN's core values that enable teams and individuals to succeed with shared respect and purpose.
- Child safety screening/background check required.
- Must be able to comply with and maintain a smoke-free and drug-free work environment.

**Hours:** 40 hours/week, with some weekend responsibilities

**Pay rate:** \$18-21/hour, depending on experience

**Reports to:** Program Communications Manager

**To Apply:**

We will be accepting applications until the position is filled. Please submit the following materials to Tammie Tippie, [tammie@bainbridgebarn.org](mailto:tammie@bainbridgebarn.org):

- Resume
- Cover letter explaining how your skills and experience meet the needs of this position, and your reason for interest in BARN
- Contact information for three references (name, email address, phone number and professional connection to you)

*BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.*