Crooked Tree Arts Center
Job Description for Studio Coordinator

As Studio Coordinator at Crooked Tree Arts Center - Petoskey, you’ll be an integral part of a creative, inspiring, community-based arts organization that has served Northern Michigan for over 50 years. At CTAC, our mission is to inspire and enrich lives through the arts. We offer year-round visual arts exhibitions, classes, lectures, and other special events.

The Studio Coordinator works with staff, contract instructors, students, and volunteers to promote, plan, organize, implement, and teach quality visual arts classes for youth and adults. This role is also responsible for maintaining clean, safe, and organized studio spaces and supplies.

This full-time, salaried position is ideal for a flexible, well-rounded, creative, organized, and self-driven teaching artist. The ideal candidate has experience teaching both youth and adults. The schedule is flexible, ranging 32-40 hrs/week; must be available to work some weekends and evenings. This position is based in Petoskey, but occasional one-day travel throughout Northern Michigan may be required.

Required Skills, Interests, and Abilities:

- Strong organizational skills
- Expertise in a variety of art media
- Comfortable using technology
- Excellent time management and communication skills
- Must be able to lift up to 25 lbs regularly and 50 lbs occasionally

Minimum Qualifications:

- Education in the visual arts (any area of studio art, fine art, or design)
- Must have a valid driver’s license
- At least two years of teaching experience
- Experience teaching both youth and adults

Preferred Skills:

- Teaching certification or terminal degree in studio art
- Graphic design skills
- Experience in curriculum design and development
- Social media and marketing experience
- Online teaching experience
- Web editing/online portfolio development
Essential Duties and Responsibilities:

The Studio Coordinator will have two primary functions in Petoskey:

- Design curriculum
- Teach courses in visual art, with specific emphasis on the Academy, a pre-college portfolio preparation program for high school students.

The Studio Coordinator will:

- Organize CTAC’s visual arts studios and supplies
- Develop course curricula and course catalog
- Add courses to registration systems and CTAC’s website
- Assist the Visual Arts Director in securing additional contract instructors as needed
- Manage and lead community education programs
- Promote CTAC visual arts education programs
- Build relationships and collaborations with community partners

Benefits and Compensation:

- Starting Salary $35,000
- Health Insurance provided
- 403 B Retirement Plan
- Short Term Disability Plan
- Two weeks paid vacation plus paid time off during Christmas and New Year’s Eve, and Spring Break.

To apply, please include a cover letter, resume, and three references. Email to Megan DeWindt, megan@crookedtree.org, by June 29, 2023.