



SANTA FE ART INSTITUTE

RESIDENCY PROGRAM MANAGER JOB DESCRIPTION

Job Title:	Residency Program Manager
Reporting Relationship:	Executive Director
Location of Job:	Santa Fe Art Institute
Work Schedule:	Monday – Friday, 9:00 am – 5:00 pm, with extra events as necessary
Exemption Status:	Exempt
Salary:	Commensurate with experience & competitive with New Mexican nonprofits
Benefits:	Medical, Dental, Disability, Matching IRA Contributions, & Paid Time Off

TO APPLY

Applications are due September 12, with site visits for shortlisted applicants planned for late September. Submit a cover letter, resume, and three references to Jamie Blosser, Executive Director, at opportunity@sfaif.org

SUMMARY OF DUTIES & RESPONSIBILITIES

The Residency Program Manager is responsible for attracting and managing 60 plus artists, writers, and creative practitioners in residence each year, as well as managing the administration, promotion, and community engagement for the program. This position serves as core staff for all SFAI programming, and requires a strong network in national and international artistic communities.

PRIMARY DUTIES & RESPONSIBILITIES

- Work with Executive Director and staff to research and develop annual theme for Residency Program.
- Promote Residency Program to an expanding national and international network.
- Respond to inquiries about Residency Program, and process incoming applications.
- Facilitate jury, resident selection, and notification of responses to all applicants.
- Manage financial aid and fellowship distribution.
- Schedule and facilitate arrival and stay of residents at SFAI, including requirements for international residents.
- Manage community engagement for the Residency Program through diverse, responsive events and activities.
- Collaborate with SFAI staff to promote and amplify resident work.
- Implement, manage, and update alumni network.
- Collaborate with the staff to plan and manage SFAI events.
- Prepare residency reports for granting organizations. Balance and track budgets for specific

portions of residency program, as well as overall residency program.

- Research new funding possibilities, help develop sponsored residencies, and participate in fundraising events and formulation of development strategies around support of residencies.
- Maintain and facilitate existing Residency Program partnerships. Research and develop new partnerships.
- Work closely with Operations Assistant/ Facilities Manager to ensure comfortable facilities, procuring food staples and supplies for residents, and after hour responsibilities at the SFAI.

REQUIREMENTS & CORE SKILLS

- Bachelor's Degree or professional experience equivalent
- 3-5 years administrative experience, preferably in a non-profit setting
- Strong written and verbal communication skills
- Have excellent diplomacy and interpersonal skills
- Have an comprehensive notion of art and creativity, with a focus on community engagement, creative placemaking, leadership and activism
- Connect to and actively cultivate a strong national network of artists, thinkers, and doers
- Be comfortable in a collaborative work environment
- Work independently without supervision, and manage complex projects with many moving parts
- Sustain confidentiality and privacy
- Ability to support investigative/research-based/non-traditional arts practices
- Facilitate cultural experience with local community and encourage cultural sensitivity
- Administrative skills (scheduling, planning, budgeting, filing, etc)
- Multi tasking, problem solving, and creative solutions
- Mac OS X, Microsoft Office, PowerPoint