

**Job Title:** Lucas Artists Residency Manager (Part-time)

The International, interdisciplinary, Lucas Artists Program at Montalvo Arts Center is seeking a part-time Residency Manager to support the program as it prepares for reopening following the COVID-19 pandemic. This position will transition to full-time with the reactivation of our residency program slated for the spring of 2022.

The Sally and Don Lucas Artists Residency Program (LAP) is a creative incubator dedicated to supporting the creative process for artists from all creative disciplines and geographical locations. Housed within the Montalvo Arts Center, a multidisciplinary organization, located on a historic, 175-acre, public park in the Santa Cruz foothills in the heart of the Silicon Valley. The LAP encourages the creation of new and adventurous works, supports risk taking, audience engagement, collaboration and cross-disciplinary investigation of contemporary issues including social justice and equity. As a cultural producer and presenter, the LAP is continually seeking new ways to engage the public in the artistic process, work and ideas of its Artist Fellows.

The ideal candidate for Residency Manager will have interest and enthusiasm for the growing field of artist residencies; will enjoy a fast paced, multifaceted and creative work environment; will be a people person with strong interpersonal skills, empathy and a love of hospitality; will possess excellent written and oral communication skills, along with impeccable organization and attention to detail. This position reports directly to the director of the Lucas Artists Program, works closely with the program curator and director of artistic and legal services. The manager will be responsible for scheduling, contracting and preparation of all details for each artist visiting the program, between 70-90 artist per year; will assure all artists have representation on the website, blog, and all social media platforms; will manage all aspect of nomination and selection processes; will support all special artist cohorts and convenings; will execute all aspects of the position to assure the highest level of quality and standards for an artist's residency program.

**Responsibilities include, but are not limited to:**

- Serve as primary contact for all resident Fellows, and guest artists
- Manage nomination / selection process for all resident artists
- Manage all aspects of artist's visits including schedule, contract, arrivals, orientation, and departures
- Arrange for resident's work and equipment needs and assure those needs are met upon arrival and during their residency stay
- Produce web content for residency, artists and related artistic programs
- Manage, update and communicate department/artist schedule(s)
- Manage residency database, keep all files and archives current
- Support recruitment and supervision of intern/fellowships to support the multiple programs and projects of the Lucas Artists Program
- Support budget management, accounting requests and reconciliation, supply and equipment inventory.
- Supervise care and maintenance of all residency facilities, manage schedule for occupancy, cleaning and needed maintenance.
- Work with development staff to coordinate fundraising opportunities with the Lucas Artists Program.
- Provide support for the program director and curator in the execution of curatorial programs from the LAP including but not limited to: *Open Access*, Art on the Grounds, Culinary programs, artist cohorts and convenings, and ongoing coming projects, Direction/Performance programs, and partner projects
- Maintain office efficiency.
- Perform other related duties as required.

**The ideal candidate will have the following qualifications:**

- BA with 3-5 years or equivalent relevant work experience;
- Excellent written and verbal communication skills;

- Ability to work independently and take initiative as required;
- Ability to work collaboratively;
- Excellent organizational and administrative skills with particular attention to detail;
- Capacity to manage multiple tasks simultaneously in a fast-paced environment;
- Proficiency with Microsoft Office and Microsoft Outlook and FileMaker. Experienced with various social media platforms; Photoshop/ In Design a plus
- Highly motivated, energetic, positive attitude;
- Demonstrated ability to work as a part of a team;
- Experience in hospitality a plus;
- Passion for the arts, artists and a demonstrated commitment to Montalvo's mission.

The LAP welcomes artists from around the world so candidates who are bilingual in Spanish and/or Mandarin are encouraged to apply.

This is currently a part time position; schedule will vary based upon public engagement activities. Typical hours will be Tuesday-Thursday but may include some evening and weekends.

**Working Conditions & Physical Tasks:**

Busy office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions may be performed outdoors and require walking over uneven and sloped terrain. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**Salary and Benefits:**

Annual salary is \$25-28 per hour, with a competitive benefits package to commence with the position becoming full-time.

**Other Requirements:**

Some local travel necessary; valid driver's license and access to own vehicle and clean DMV record required. Background check required. CPR/First Aid certification required within 60-days of hire.

**To apply:** Please submit a cover letter summarizing your interest, skills and experience related to the position, your resume, a writing sample, and references to Human Resources via email at [hr@montalvoarts.org](mailto:hr@montalvoarts.org). Resumes without cover letter and writing sample will not be considered. **No phone calls about the position, please.** Position is open until filled. Applications will be screened for qualifications and experience.

Montalvo Arts is an Equal Opportunity Employer. We believe a multiplicity of voices will strengthen our work in the arts and encourage applicants who contribute to the diversity of our organization are encouraged to apply.

For more detailed information about Montalvo Arts Center visit our website at [www.montalvoarts.org](http://www.montalvoarts.org) and the Lucas Artists Program Blog at <https://blog.montalvoarts.org/> .