

Operational Woodworking Studio Manager - CCSA

FLSA Status: *Non- Exempt*

General Definition of Work

The Operational Studio Manager is the chief officer of the CCSA Woodworking Studio and is responsible for conducting its administration and operation in an efficient and effective manner. This is a technical, administrative, and service-oriented position. Demonstrate and teach a variety of woodworking skills at a high level. Adaptability, analysis, attention to detail, collaboration, personal impact, dependability, safety awareness, organizational sensitivity and teamwork are characteristics central to this position. Key responsibility areas include studio-related usage, maintenance, instructor and class assistant support, safety, budgeting, ordering accounting, and related work as apparent or assigned. Work performed under the direction of the CCSA Executive Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Maintenance:

- Have thorough knowledge of equipment, materials, facilities, and skills specific to the relevant disciplines and upkeep of capital and consumables including maintenance and inventory
- Perform routine safety checks of physical building

Scheduling

- Coordinate and communicate regularly with other studio managers and management to ensure full facility effectiveness and make the most of scheduled events.
- Oversee scheduling of volunteers, events, studio coverage, open studios

Management

- Oversee use of building
- Assist management team in developing policy regarding studio access, posted hours, etc.
- Maintain list of specific class interests, existing class enhancements and equipment and/or studio improvements.
- Review policies and procedures on an on-going basis including making appropriate recommendations and revisions
- Ensure the availability and filing of information – phone, email, paperwork and forms
- Communicate effectively and often with staff, management team, volunteers, and others

Community Awareness

- Proactively enhance and develop the woodworking studio in a way that it will have a positive influence on the reputation and value of CCSA.
- Complete unassigned tasks that enhance, facilitate, or otherwise have a positive influence on CCSA
- Demonstrate and teach a variety of woodworking skills at a high level. These may include, but are not limited to, cabinetry, woodturning, guitar building, general luthiery, carving, etc.
- Serve as ambassador by
 - developing an interest pool along with ways to enhance studio use
 - greeting the public
 - recruiting students, volunteers, and to a lesser extent instructors
 - identifying possible funders

Knowledge, Skills and Abilities

Knowledge of facility rules and regulations; general knowledge of CPR and First Aid; familiarity of regional artisans/instructors specific to designated disciplines; familiarity with trends, interests, and other related programs specific to designated disciplines; ability to work collaboratively with other studio managers and staff; ability to maintain order in a public facility; ability to adhere to program standards and objectives outlined by superiors; ability to resolve disputes with firmness and impartiality; ability to establish and maintain effective working relationships with participants, associates and the general public.

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Education and Experience

Bachelor's degree is preferred with at least 5 years of studio experience but will consider an equivalent combination of education and experience. In-depth technical knowledge of the equipment and processes to be used in the studios, general knowledge of the field of crafts, and the ability to perform basic equipment maintenance and repairs are required. Must possess good organizational and communications skills, the ability to manage a varied workload, good people skills, and the ability to plan and manage a budget. Knowledge of computer applications, including word processing, spreadsheet and database management is preferred.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and/or supervising activities; work has limited exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of First Aid and CPR certifications within six months of hire date.
Possession of an appropriate driver's license valid in the Commonwealth of Virginia
Required clearance of State Police, CPS, and FBI Background checks