



The mission of the Santa Fe Art Institute is to cultivate creative leadership and to invest in community, culture, and place to re-imagine a more equitable world.

## JOB DESCRIPTION

Job Title:	<b>Program + Facilities Coordinator</b>
Reporting Relationship:	<b>Executive Director</b>
Location of Job:	<b>Santa Fe Art Institute</b>
Work Schedule:	<b>Part Time, as needed based on monthly schedule</b> <b>Office hours are Monday – Friday, 9:00 am – 5:00 pm, with extra events as necessary</b>
Exemption Status:	<b>Exempt</b>

## TO APPLY:

Please submit a letter of interest, resume, and three references to Jamie Blosser, Executive Director, at [jblosser@sfai.org](mailto:jblosser@sfai.org).

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The Santa Fe Art Institute (SFAI) announces the search for the position of Program + Facilities Coordinator, reporting directly to the Executive Director. This is a part time, exempt position. SFAI is an environment where dedicated individuals are engaged in creating and implementing dynamic programming involving creativity, engagement, and social change. This is a position for a motivated individual.

The **Program + Facilities Coordinator** will have the opportunity to interact with the committed team at SFAI, influential and exciting visual artists, writers, and scholars from all over the world, and to learn the intricacies of an art residency program.

The ideal candidate will be highly detail oriented, responsible, able to multitask, self-directed, and interested in working in a non-profit, arts organization. We are looking for someone with the following skills:

- Good communication / interpersonal skills (required to interact w/ staff, residents and vendors daily)
- Willingness and capability to work with hands / do physical tasks (e.g., carrying up to 50 lbs, cleaning, painting), and who can use basic tools (e.g., drill/driver, hammer, wrenches)
- Creative problem solver
- Economically conscientious
- A valid driver's license
- High school or GED equivalent, Bachelor's degree preferred
- Computer skills, including Microsoft and Google, Adobe Creative Suites preferred



### *Duties and Responsibilities*

The primary responsibilities of the P+F Coordinator are to 1) Manage Facilities; 2) Coordinate with Residency Program Manager to ensure high quality resident experience; and 3) Assist with events.

#### Facilities Management and Support

- Oversee, organize, and assist with building maintenance, cleaning, and repairs. This includes:
  - Act as primary point of contact for building related issues (with staff, residents, public, and service providers), including key management and vendor relations, in coordination with Works Manager
  - Ensure Common Spaces are maintained and cleaned, including tool room, laundry room, kitchen, and outdoor workyard
  - Set out recycling bins for weekly collection
  - Schedule monthly cleaning with housekeeping, in coordination with Residency Program Manager and Works Manager
- Oversee maintenance and use of vehicles in coordination with Works Manager.

#### Resident Relations and Support

- Help to turn over residents' rooms each month and prepare for incoming residents, including:
  - Room / studio inspections, identifying and prioritizing issues to be addressed, and checking inventory
  - Monthly cleaning / rearranging of dry pantry and refrigerators
  - Assist Residency Program Manager with rearranging studios for new residents and monthly cleaning (e.g., sweeping, empty trash, painting, etc.)
- Assess weekly supplies of Food / Cleaning Supplies and shop as needed
- Retrieve mail three times weekly at two locations (US Post Office / Pakmail)
- Source/Prep for monthly Resident Orientation Lunch and other meals as needed

#### Events Support

- Work closely with staff, community partners, and facility renters to determine event needs and set up / clean up as needed
- Source/Prep food and refreshments for SFAI events

#### Airbnb Management (during the month of December, as needed)

- Manage Facility Booking
- Manage Guest Check-in / Check-out
- Be primary point of contact for all Guest Communication/ Act as spokesperson for SFAI
- Prepare rooms and schedule cleaning during turnovers
- Ensure Common Spaces are maintained and cleaned