

transformative art + design academy cultureworks

Part Time Studio Manager

2025-2026

CultureWorks is a Holland, MI-based, faith inspired nonprofit offering culturally relevant, transformative art and design experiences to teens from all backgrounds. Our mission is to cultivate creativity, build community, and empower students, in order to foster wholeness in a fractured world.

Our Studio Manager will report directly to the Executive Director and meet weekly with staff for team building, scheduling, and planning. This position is part time, starting at 25 hrs/week. The Studio Manager will oversee daily studio operations, ensuring a safe, functioning, and welcoming space. Key duties include general facility maintenance, upkeep of tools, equipment and supplies, collaborating with programming staff, and assisting with classroom set up, clean up, and teaching. This position requires strong organizational and interpersonal skills and technical knowledge of studio equipment (ie: kilns, printing press, etc.).

Anticipated Schedule

Monday-Thursday 1:00pm-6:00pm

Friday 3:00-4:30 (staff meeting)

Friday-Sunday - flexible hours for cleaning, maintenance, laundry, recycling

Key Responsibilities

- Maintenance
 - maintaining a clean, organized, safe, welcoming studio environment
 - cleaning & organizing facilities & equipment
 - weekly off-site laundry and can recycling
 - checking and changing filters as necessary
 - reclaiming clay
 - cleaning iPads and updating software as needed
 - checking out/tracking borrowed equipment
 - weekly studio cleaning and sanitizing
 - overseeing maintenance, repairs, and proper usage of all studio equipment (kilns, presses, tools)
 - implementing safety protocols for equipment and hazardous materials
- Hospitality
 - Helping to ensure that all students, visitors, donors, and general public feel welcome
 - Purchasing and preparing healthy snacks for classes and keeping fridge organized & clean
- Programming assistance
 - Prepping materials for classes and workshops, and assisting in classes
 - Providing support to teachers by engaging with and encouraging students
 - Flexibility with working occasional evenings and weekends required

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- Working with teachers & staff to stock necessary supplies and materials
- teaching classes in your areas of expertise, as needed
- Special projects, events, and exhibitions
 - creating artwork and/or developing curriculum for special projects and events
 - assisting with preparation and installation of student artwork for exhibitions or special events
 - supporting fundraising initiatives and events

Qualifications

- Technical Expertise:
 - art studio experience, with demonstrated knowledge of a specific media available at CultureWorks (ceramics and/or printmaking preferred)
 - experience with using/maintaining equipment and tools
 - excellent attention to detail and organizational skills
 - occasional driving for supply runs
 - familiarity with or willingness to learn platforms including [Monday.com](https://www.monday.com) and Google Drive
 - confidence with problem solving and troubleshooting
- Leadership:
 - experience in working in a collaborative, inclusive environment
 - willingness to open/close facilities
 - ability to oversee a positive work environment
 - strong personal alignment with CultureWorks' mission, vision, and values
 - ability to manage multiple tasks and priorities
- Interpersonal Skills:
 - Ability to work independently and with others in a fast-paced, collaborative, open environment
 - helping to establish a warm, welcoming, inclusive environment for all students
- Communication:
 - bi-lingual or multi-cultural experience preferred
 - Communication skills across diverse backgrounds and experiences, with adults and teens
 - excellent verbal/written communication
- Physical:
 - lifting 50lbs
 - bending, reaching, climbing ladders
- BA in Art, Design, Education or related field, or 2 years of experience

Specifications

Compensation is commensurate with experience, starting at \$20/hr. Please e-mail cover letter, resume and any references to emily@thecultureworks.org.

Statement of Equal Opportunity and Accessibility:

CultureWorks is an equal opportunity employer. It does not discriminate with regard to race, color, religion, national origin, age, sex, or disability. CultureWorks seeks to maintain a

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governing board, staff, and contracted instructors who are representative in their collective diversity of the students we serve and the community we operate in. Likewise, CultureWorks seeks to provide equal access for art and design classes to all middle school and high school students, regardless of physical ability, ethnic, racial, gender, religious, and socio-economic backgrounds.