

The responsibilities of this position are carried out with the support of the Director of Operations, however the nature of the day-to-day studio experience makes this position quite autonomous. This individual must have extensive experience working in commercial photographic studio environments.

Making important decisions with the instructor regarding class logistics and delegating tasks to the Assistant Studio Coordinator demands leadership qualities, taking initiative, and being well organized and resourceful. Ideally, this individual has previous experience as a Santa Fe Workshop participant, Course Coordinator, or Assistant Studio Coordinator so that their skills and observations of Studio Coordinator position are transferred accordingly.

This contract position includes "Prep Week" and "Clean-Up Week," as well as the weeks included in each respective season. This position is performed for a weekly stipend of \$540.00, plus reimbursement of incurred mileage that is Workshop related. Your lunches are provided, Monday through Friday, and dinners on Sunday and Friday. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors are responsible for submitting an invoice at the end of each week and should include mileage.

Desired Qualifications and Eligibility for Studio Coordinator

- A Bachelor of (Fine) Arts degree in photography is preferred, but not mandatory.
- Have experience in assisting photographers on a commercial level in studio and on location.
- Have a portfolio of work that represents your photographic style.
- Possess compassionate, yet firm leadership characteristics, including good listening skills.
- Have an excellent command of various systems of camera, lighting, and studio equipment.
- The Studio Coordinator must be prepared to demonstrate proper equipment usage and safety precautions to participants as well as being capable of troubleshooting.

The Santa Fe Workshops requires a current Red Cross CPR and First Aid Certification Card prior to beginning employment. If you need to obtain one, The Workshops will contribute \$20.00 towards the application.

The Studio

Although this position is somewhat similar to a Course Coordinator, it carries more responsibility and the duties involved are addressed exclusively to the studio environ. In addition to meeting the standard classroom needs of participants, the studio crew is responsible for over \$100,000 worth of equipment from Educational Partners each season for participant's use during their week. It must be kept in excellent condition and properly maintained over the term of the season.

The Studio Coordinator must be aware of the importance of "Prep Week" and how it effects successful and efficient results during "Clean-Up Week." At season's end, products will either be shipped back to the manufacturer or to a participant who purchased it so, and it should be considered standard operating procedure to think and plan ahead. It is imperative that warranty cards, owner's manuals and related literature remains with its respective box, including serial numbers. Equipment orders and invoices are completed by the studio crew and are typically shipped at season's end. Products shipped back to the manufacturer must include a packing list, a contact person, a return authorization number (if necessary), and labels indicating damaged items.

Studio Coordinator General Guidelines and Responsibilities

- If requested by the instructor, meet with him/her on Sunday afternoon to discuss the week's outline and day-to-day course schedule. Meet participants at the Sunday evening orientation dinner to discuss the week's structure and determine their needs, and goals.
- Keep daily track of each item of equipment with an ID check-out system for participants and staff members. Check-in and check-out of equipment must be closely monitored. All equipment must be returned within a 24 hour period. Track down any missing equipment, check for damage, match serial numbers and notify individuals of broken or missing equipment.
- Inventory all sponsorship equipment at the beginning of the season and keep detailed notes on inventory sheets regarding maintenance and repairs. This is important since equipment is either shipped to participants who purchased it or sent back to the manufacturer.
- Demonstrate equipment in the studio to participants and provide necessary technical support to the instructor.
- Assist the instructor in setting up demonstrations and shooting.
- Open studio by 8AM daily and secure every evening or any time the class is dismissed. (this duty is shared with the Assistant Studio Coordinator).
- Consult with Director of Operations to request additional equipment needs, what to do with broken items, methods of shipment, estimated costs, etc.

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