



morgan art of papermaking conservatory & educational foundation

Paper Studio Manager & Community Arts Educator

Job Summary: The Paper Studio Manager & Community Arts Educator reports to the Executive Director and will oversee the production of handmade paper, including eastern and western papermaking styles, coordinate educational programs, and engage with the community to promote the art of papermaking. Working closely with the Community Arts Coordinator as well, the ideal candidate will have experience in papermaking, collaboration, strong teaching abilities, and a commitment to community outreach.

Key Responsibilities:

1. Paper Production and Studio Management:

- Oversee and maintain high quality paper production, including fiber preparation, sheet forming, pressing, and drying.
- Produce a majority of the Morgan's eastern style papers, including washi and hanji, from kozo, gampi, and mitsumata fibers.
- Produce the Morgan's western style papers, including text- and art-weight sheets from cotton, abaca, flax, and other fibers.
- Collaborate with artists and staff to produce custom paper for special projects.
- Ensure high-quality standards are met for all paper products.
- Maintain a clean, organized, and safe studio environment, restoring the space to its original condition after production activities or workshops.
- Manage inventory of materials and supplies, ensuring adequate stock levels are maintained.
- Maintain and safely operate studio equipment, ensuring that all tools are in excellent working condition.
- Train, supervise, and communicate to interns, studio assistant(s), artists, and volunteers best and expected practices for maintaining and restoring the studio.

2. Educational Programs & Community Arts:

- Work with Community Arts Coordinator to plan and organize on-site and off-site workshops, classes, and educational programs.
- Implement and deliver curriculum and lesson plans to provide hands-on instruction and demonstrations in papermaking and related arts, catering to various skill levels and ages.
- Engage participants through personalized instruction, fostering creativity and skill development.



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- Manage workshop logistics, including scheduling, material preparation, and space setup.
 - Work with Community Arts Coordinator to track and manage workshop budgets.
 - Assist Marketing & Communications in promoting educational programs.
 - Assist in collecting participant feedback to improve educational programs.
- 3. Community Engagement:**
- Work with Community Arts Coordinator to foster relationships with local schools, community organizations, and art groups to promote our educational programs.
 - Serve as a representative of the Morgan at community meetings, art fairs, and other events.
 - Support Open Studio, Artists-in-Residence, and other artists with their projects and special requests, including custom orders.
 - Assist with special events and exhibitions by preparing materials and/or setting up the studio space.
 - Other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree in Fine Arts, Arts Education, or a related field is preferred.
- Extensive experience in handmade papermaking, particularly eastern techniques, and paper production preferred.
- Strong teaching skills and experience in organizing and coordinating educational programs or workshops.
- Strong organizational and time management skills.
- Collaborative spirit, good interpersonal skills, excellent written and oral communication.
- Knowledge of letterpress printing, paper marbling, and bookbinding is a plus.
- Must be able to lift 50 lbs.
- Must pass a criminal background check.

The above describes the general nature and level of work performed, but does not describe all functions. Other duties may be assigned and may change from time to time as necessary.

Compensation:

- \$19- \$22/hr, at 30 hrs /week

To Apply:

Please send resume and cover letter to jobs@morganconservatory.org.

Position open until filled.