



Writing Program Coordinator – Staff-Artist Position

One year position

Proposed start date: October 1, 2017

Required: cover letter, resume/CV, and work sample

Job Description

The Writing Program Coordinator is responsible for the smooth operation of the day-to-day components of the writing program, offered as a part of VSC's artist residency program. VSC is the largest international artist residency center in the U.S., hosting over 725 artists and writers per year (approximately 260 of whom are writers).

This is a one-year, live-in, 29-hours per week staff-artist position. Compensation includes private room, studio, meals, access to Visiting Artists & Writers, a stipend of \$200 per week, paid holidays, sick days, and two weeks (60 hours) of vacation time. The Writing Program Coordinator reports to the Writing Program Director.

Like all VSC staff-artists, the Writing Program Coordinator must be available to answer questions, maintain a comfortable and appropriate working atmosphere, and foster high morale among the residents at VSC.

Major Duties:

Resident & Visiting Writer Relations/Support

The Writing Program Coordinator is often the first line of communication for residents and Visiting Writers. As a part of maintaining a positive culture and working environment for the residents, the Writing Program Coordinator is responsible for:

- Communicating with current & incoming residents, as well as alumni and partner organizations about VSC (email, dining hall announcements, etc.)
- Setting up sound, attending, and breaking down the 7 monthly events (2 Visiting Writers readings, 3 resident readings, and 2 craft talks) each month
- Hosting 3 resident readings per month
- Assisting with hiring process for Visiting Writer series (including issuing invitations, scheduling, and record keeping)
- Providing train station and airport pickup/drop-off for Visiting Writers
- Performing bi-weekly weekend changeover duties in collaboration with Admissions office (train station pick-up/drop-off of residents, orientation, etc.)
- Overseeing the smooth running of Maverick studios, including working with tech staff to maintain printers, assigning resident studios, etc.

Writing Program Administrative Support

- Securing members of pre-jury for three fellowship deadlines each year (February 15th, June 15th, October 1st)
- Coordinating access to VSC's online jury system
- Maintaining & gathering accurate records for juror payments and working with Finance to distribute honoraria to jurors and Visiting Writers in a timely manner
- Assisting the Marketing & Communications Manager with Writing Program publicity as needed
- Maintaining VSC's SoundCloud reading archive, and contributing content to VSC's Tumblr in collaboration with the Marketing & Communications Manager and other staff-artists as needed
- Assisting with other Writing Program duties as needed

Major Skills:

- Facility with Mac computers, Google apps (Gmail, calendar, Drive), cloud-based CRM (VSC uses Salesforce), Adobe Creative Suite, Microsoft Office, and ability to learn other digital systems/programs as needed
- Ability to receive, respond to, and organize/archive a large volume of email communications on a timely & regular basis
- Ability to maintain and organize up-to-date, accurate records and materials containing both publicly available and sensitive information
- Ability to maintain egalitarian working atmosphere among VSC residents, be available for questions, and foster high morale among writing residents
- Creativity in problem-solving with residents and staff, or taking on new projects

Eagerness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.

All candidates must possess a valid driver's license and safe driving record.

Application review begins immediately; position open until filled. All applications must be submitted online via SlideRoom at:

<https://vsc.slideroom.com/#/permalink/program/34062/hbDMDY4ztn>

mailed applications will not be processed or reviewed. Applicants must include a cover letter outlining relevant experience, a professional resume/CV, and a work sample.

Please note: because of the nature of these positions, only VSC alums are eligible to apply.

Please email Jody Gladding, Writing Program, with questions:

jody@vermontstudiocenter.org