

**Brookfield Craft Center**  
**Artist in Residence / Education Director**

Brookfield Craft Center has received a grant that will, in part, allow it to hire a new position. This position “Artist in Residence / Education Director” is created to provide artists with a professional working space in an artistic community. At the same time this position offers the selected individual the opportunity to develop, or exercise, their administrative skills in management of BCC’s educational program.

**Grant Funding:** This position is initially funded by a grant that covers two years. BCC’s goal with the creation of this position is to offer an experienced or budding artist the opportunity to build their portfolio while growing BCC’s educational program to a sustainable level once grant funding is ended. While the initial offer will be for a term of up to two years, this can be extended depending on the interest and success of the individual selected.

The individual will have access to any of our 8 studios in which an emerging artist in fine arts and crafts can expand the parameters of their chosen mediums, explore new directions in their work and enhance their creative vision, and at the same time advance Brookfield Craft Center’s goal of growing its educational program and furthering its mission of preserving the skills of fine craftsmanship, preservation of its historic buildings and educating the public through seeing and participating in the hands-on creation of crafts.

**Summary of our Artist in Residence / Education Director position:**

- The Artist in Residence / Education Director is a paid full-time position
- Term of employment may be up to two years, consistent with grant funding.
- Available to one selected Artist.
- Free access to all studios as well as participation in classes.
- Exhibition and sales opportunity.
- Manage and work with BCC Registrar in development of BCC education program.

The selected Artist in Residence / Education Director will be expected to meet the following conditions:

- Develop a portfolio of work to be exhibited in the Lynn Tandler Bignell Gallery.
- Have an ongoing engagement in art/craft as a maker with a degree of mastery in their chosen media,.
- Have excellent communication skills and positive interactions with people.
- Teach some classes as appropriate.
- Perform independent research on craft education.
- Provide administrative direction for the educational program:
  - Identify and recruit new instructors.
  - Develop and review course proposal, maintain schedule of course offerings.
  - Communicate regularly with current faculty to hear their concerns and ideas
  - Oversee management of various studios insuring their proper operation and preparation for classes.

**Application process:** Interested persons should submit a cover letter and resume to:

Brookfield Craft Center, Inc., PO Box 122, Brookfield CT 06804 , Attn: Executive Director  
or email to: [director@brookfieldcraft.org](mailto:director@brookfieldcraft.org).