



The Fabric Workshop and Museum

Shopworks Coordinator

The Fabric Workshop and Museum (FWM) is a contemporary art museum, with an internationally acclaimed Artists-in-Residence (AIR) program, located in Center City, Philadelphia. Founded in 1977, FWM encourages artists at all stages of their careers to experiment with new materials and new media in a veritable living laboratory. FWM is easily accessible via public transit and is steps from Reading Terminal Market and blocks from Chinatown and historic City Hall.

FWM seeks a Shopworks Coordinator who will work to foster FWM's business savvy, to support artists in new ways, diversify revenue, and encourage visitor engagement both inside and outside of FWM's walls by expanding access to mission-related products. Working closely with the Director of Studio Operations, Director of Facilities & Museum Shop, Director of Exhibition & Curator, the Shopworks Committee, as well as external fabricators, the Shopworks Coordinator will handle the technical and administrative components for developing artist multiples, merchandise derived from objects in FWM's permanent collection, contracted work from external institutions, and FWM shop merchandise.

The Shopworks Coordinator will report directly to the Director of Studio Operations. They will also work with the Director of Exhibitions & Curator to foster relationships with FWM Artists-in-Residence and primarily Philadelphia-based artists whose work lends itself to this process, and with the Project Coordinator who will advise on FWM's collaborative process. They will work with the Director of Facilities & Museum Shop and a retail consultant to respond to market analysis with product development.

This full-time (40 hours per week, M-F, 10am – 6pm) position takes place onsite. The salary is \$58,240 annually, and benefits include medical, vision, and dental, access to retirement savings, vacation time and sick/personal days, paid holidays, access to an employee assistance program, FWM membership, FWM Museum Shop employee discount, American Alliance of Museums membership.

Responsibilities

- Manages all aspects for realization of Shopworks product, from planning and development through manufacturing and delivery.
 - Works closely with the Executive Director, Director of Studio Operations, and the Director of Facilities & Museum Shop to develop strategies for Shopworks products, including research, planning, and sourcing.
 - Sources materials, vendors, commercial partners, and fabrication processes to bring Shopworks product to fruition and maximize profitability.

- Works with Executive Director and Director of Studio Operations to create and adhere to budgets and communicates with Finance department as necessary.
- Communicates updates on Shopworks to the Director of Studio Operations, Executive Director, Director of Facilities & Museum Shop, and Curator, and across other departments.
- Works with Curator and Registrar to identify artworks that can be commercially licensed from FWM's permanent collection.
- Serves as liaison for revenue-generating projects that involve the FWM Studio.
- Translates analytics, sales data, and market research to ensure production of commercially viable work.
- Creates Shopworks budgets and production and delivery calendars, coordinating with Studio, Exhibitions, Museum Shop, and Finance departments.
- Orders and tracks all materials.
- Communicates with and manages vendors, contractors, and manufacturers.
- Coordinates photoshoots, videos, and graphics with Communications Manager.
- Develops calendar with Communications Manager for marketing products, including progress and product content and media to build brand buzz.
- Participates in Studio-wide and Museum-wide planning processes, as appropriate and as assigned by Supervisor.
- Manages Studio contractors, interns, and apprentices.
- Maintains cleanliness of studio facilities and conducts general maintenance and repairs.
- Supports adherence to organizational mission in all activities, which is informed by extensive knowledge of FWM's institutional history, including past projects, as well as emerging trends in the field.
- Attends and assists at FWM special events, programs, and meetings.
- Performs other related duties as assigned by Supervisor.

Qualifications

- BA or equivalent years' experience required, MA is a plus.
- Minimum of 4 years' demonstrated history of leading and managing development and production of product, from conception through implementation.
- Knowledge of contemporary artists and practices is a requirement.
- Creative problem-solver and resourceful; must be able to research and source new supplies and industry partners.
- Excellent oral and written communication skills.
- Strong organizational skills with an attention to detail; capable of multi-tasking and meeting tight deadlines.
- Ability to compile, analyze, and report project results along with forwarding plan projections and updates; keep and organize records of projects.
- Ability to manage multiple projects effectively.
- Diligent and persistent in follow-up and completion of multiple projects by monitoring each participating department and staff, including apprentices and contractors.
- Self-motivated, flexible, and dedicated.

- Ability to work independently and collaboratively.
- Knowledge of Microsoft Office is a must, Adobe Creative Suite and digital imaging is a plus.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Physical Demands and Work Environment

- Continually required to stand
- Frequently required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Frequently required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Frequently required to lift/push/carry items less up to 50 pounds
- Occasionally exposed to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasionally exposed to outside weather conditions
- Occasionally exposed to loud noise (examples: metal can manufacturing, large earth-moving equipment)

To Apply

Interested candidates should address a letter of interest, resume and contact information for 3 references to hiring manager Nami Yamamoto, Director of Studio Operations, at hr@fabricworkshopandmuseum.org. Kindly include "Application: Shopworks Coordinator" in the subject line of your email.

After applications are reviewed, selected applicants will be contacted for interviews. If you need assistance, contact Jessi Melcer, Human Resources Manager, at 215-561-8888 x234 or hr@fabricworkshopandmuseum.org.

FWM's Commitment

The Fabric Workshop and Museum is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. FWM's culture embraces diversity within the workplace, and outside, and welcomes all candidates to apply, without fear of discrimination.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification

document form upon hire. Offers of employment are contingent upon the return of a satisfactory background check.