



JOB TITLE: Shopworks Coordinator

CLASSIFICATION: FT, Exempt	EXPECTED HOURS OF WORK: M-F, 10AM-6PM, some evening and weekend hours required
DEPARTMENT: Studio	REPORTS TO: Director of Studio Operations

POSITION SUMMARY: The Shopworks Coordinator works to foster FWM’s business savvy, in order 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 handles 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 also work with the Director of Facilities & Museum Shop and a retail consultant to respond to market analysis with product development.

SALARY & BENEFITS: 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.

DUTIES & RESPONSIBILITIES:

- Manages realization of Shopworks product, from development through manufacturing and delivery.
 - Works closely with the Shopworks Committee to develop strategies for Shopworks products, including 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.
- Coordinates the identification of 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.

SUPERVISORY RESPONSIBILITIES:

- This job has no staff supervisory responsibilities.

COMPETENCIES:

- **Analytical**—Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Problem Solving**—Generates creative solutions; Translates concepts and information into material form; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail; Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Innovation**—Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Project Management**—Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Oral & Written Communication**—Speaks and writes clearly and persuasively in positive or negative situations; Presents numerical data effectively; Varies writing style to meet needs; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Able to read and interpret written information.
- **Technical Skills**—Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Teamwork**—Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Safety and Security**—Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials

properly.

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.

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)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 opportunities@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 us at opportunities@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.