



THE NEWBURY
SCHOOL *of* WEAVING
COMMUNITY * CRAFT * CONNECTION

Instructor/Office Clerk

The Instructor/Office Clerk is responsible for assisting the Director to fulfill The Newbury School of Weaving's mission and to meet program, facilities, communication, collections, and administration goals. The Instructor/Office Clerk reports to the Director. The position is a full/part-time seasonal, hourly position, broken down as follows: 40 hours per week for 27 weeks (May–October), 10 hours per week for 25 weeks (November–April), up to 1,330 hours annually. @ \$23.00 per hour = up to \$30,590.00 annually. Does not include benefits. Applicant must be able to work select weekends and lift up to fifty (50) pounds. Four paid sick days per year.

Essential Duties:

- Programs
 - Assists the Director in developing and conducting programs.
 - Assists Visiting Instructors during Visiting Instructor led programs.
 - Assists Director to maintain inventory of student materials.
 - Assists Director in preparing program materials.
- Facilities
 - Maintains NSW facilities in a clean and safe manner for students and staff including management of cleaning, trash and recycling removal, etc.
- Communication
 - Assists Director in producing newsletter, social media, website content, and communication with students as needed.
- Collections
 - Assists Director in maintenance and preservation of collections and equipment.
- Financial Management
 - Processes daily income and expenses in coordination with the bookkeeper.
 - Processes organizational income and expenses on a regular weekly, monthly, and annual basis.
- Operations and Technology
 - Regularly reviews the database and ensures technological functionality.
- Compliance
 - Assists Director in ensuring compliance with organizational policies and legal obligations.
- Other Duties as assigned

Qualifications:

- A strong drive to learn about the past and to excite and inspire others to participate in research and hands-on learning.
- Ability to effectively communicate and further The Newbury School of Weaving's mission.
- Ability to self-direct and fulfill organizational goals efficiently and with minimal supervision.
- Demonstrates strong organizational skills.
- Demonstrates reliability, punctuality, and flexibility.
- Demonstrates the ability to initiate conversations and maintain a welcoming and enthusiastic demeanor with students and colleagues.
- Demonstrates strong communication, teaching, and customer service skills.
- Embraces an inclusive environment. Able and willing to collaborate with individuals of diverse backgrounds.
- Proficiency with hand floor loom weaving. Though not required, proficiency in traditional hand weaving technique as taught at The Newbury School of Weaving preferred.
- Proficiency with digital technology, including Google Workspace. Comfort with, or willingness to learn Wix, Constant Contact, Salesforce, Give Lively, and other digital platforms.
- Experience conducting credible primary source historical research is beneficial.
- Experience developing youth learning programs is beneficial.
- Comfort working with learners of all ages, from children to adults.
- Ability to work flexible schedules including weekends, holidays, and special events.

How to Apply

Applicants should submit their resume and cover letter to info@newburyschoolofweaving.org by March 1, 2025.