



## **ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION**

**Position Title:** Artist -in-Residence Program Assistant

**Reports To:** For day-to-day work NPS tasks - Emily Wong, Park Ranger and for RMC Operational reporting – Carolyn Carlson, Director of Administration

**Position Type:** Non-Exempt, Part-Time status, ranging from 15-25 hrs. per week

**Compensation:** \$20.00/hr. - \$21.50/hr.

**Promotion Potential:** No

**Dates of Position:** Approximately April 2025 through October 2025

**Benefits:** No benefits plan is available. Sick time is accrued at the rate of 1 hour for every 30 hours worked.

The Rocky Mountain Conservancy (RMC) is recruiting for an Artist-in-Residence (AIR) Program Assistant who is passionate about helping resident artists navigate the park and providing support for artistic learning experiences to the general public. The AIR Program Assistant will serve alongside RMC and Rocky Mountain National Park's (RMNP or ROMO) Interpretation Team on the East Side of RMNP - working with interpretive rangers, education and outreach rangers, and park volunteers at Beaver Meadows Visitor Center (BMVC), Fall River Visitor Center (FRVC), Junior Ranger Headquarters (JRHQ), as well as other outdoor public spaces throughout the park.

This position will focus on providing park orientation and information to resident artists as well as visitors participating in public AIR programs in both formal and informal settings. In addition, the AIR assistant will develop and deliver RMC-organized tours of the historic William Allen White (WAW) Cabin, where resident artists are housed during their two-week residencies, between artists. The AIR assistant will engage with diverse audiences of all backgrounds and provide a welcoming environment to all. Programs should help educate and facilitate meaningful connections between visitors and the park's AIR program. The AIR assistant may also help with other administrative tasks like assisting with the pre-screening process, serving on the AIR jury panel, checking in and out resident artists, and preparing the cabin for incoming artists.

### **INTERPRETATIVE / VISITOR CENTER RESPONSIBILITIES**

**BMVC and FRVC** primary duties include:

- Meeting incoming artists at BMVC to welcome them, provide them with basic orientation to the park, and lead them to the WAW cabin for check-in/move-in
- Providing visitors with information regarding RMNP's AIR program as well as general information about the park
- Covering the information/welcome desk to provide interpretive staff with an opportunity to attend public AIR programs taking place inside the visitor center (when possible)
- Optional: the AIR program assistant may lead supplemental interpretive art-themed programs throughout the summer between artists

### **ARTIST-IN-RESIDENCE PROGRAM RESPONSIBILITIES**

The AIR assistant will be providing support for the resident artists' learning experiences for the general public, including planning, preparation/set-up, and clean-up with the guidance of their supervisor(s). The AIR assistant is also responsible for providing total participant numbers to the AIR Program Coordinator for program statistics, as well as providing support for other administrative tasks. Programs may include:

- BMVC Auditorium presentation: a 45-minute to one-hour talk with visual aids followed by 10-15 minutes for questions
- FRVC downstairs/Discovery Room hands-on/interactive program: a four-hour drop-in program with approximate 15-30 minute visitor interactions
- Possible (optional) additional public AIR programs: artist-guided walks, campground programs, or outdoor talks/activities at various locations throughout the park (like Hidden Valley)
- WAW Cabin tour: small, private tours of the cabin between artists throughout the season, a couple hours in length

#### **WILLIAM ALLEN WHITE CABIN RESPONSIBILITIES**

- Helping set up, clean, and winterize the historic WAW cabin
- Assisting the AIR Program Coordinator with checking in and out artists, and turning over the cabin between artists
- Communicating maintenance needs to the AIR program coordinator in a timely manner
- Communicating cabin rules and guidelines to the participating artists according to the direction given by the AIR Program Coordinator

#### **UNIFORM STANDARDS**

Staff are uniformed per Rocky Mountain Conservancy standards for public AIR programs and tours of the WAW Cabin, including RMC logo shirts, jackets, etc.

When setting up or closing down the cabin for the season, and turning over the cabin between artists, staff may wear non-uniform items so long as clothing items are appropriate for the workplace and they maintain professionalism.

#### **GENERAL INFORMATION**

The ideal candidate will have interest or experience providing support to an artist-in-residence program and have knowledge of different art mediums with ability to discern quality of submissions. The AIR assistant is expected to have effective oral and written communication, strong interpersonal skills, and cultural sensitivity and awareness. Applicants must have the passion, desire, and ability to interact with the public and assist in understanding and interpreting both art and park resource topics. Knowledge of Rocky Mountain National Park and the surrounding area as well as National Park's Artist-In-Residence Program is preferred. It is beneficial for the applicant to have some understanding of NPS housing procedures and historic building protocols, processes, and maintenance.

The AIR Program Assistant:

- will work no more than 32 hours per week, which typically includes weekends and holidays
- will dress in the appropriate uniform and present themselves in a professional manner
- must possess a valid driver's license and drive government vehicles safely
- must possess knowledge and ability to operate a computer with internet and pass a basic federal background check to get a PIV card
- must be able to lift/move objects up to 25lbs and walk on uneven surfaces
- must abide by all safety precautions while performing their duties
- must communicate openly and consistently with their supervisor(s) as well as follow directions from NPS supervisor/staff

#### **TO APPLY**

To apply for this position, please submit your cover letter, resume and a minimum of 3 professional references to [Opportunity@RMConservancy.org](mailto:Opportunity@RMConservancy.org).