

## **Job Description -- Executive Director**

### **Philadelphia Furniture Workshop**

#### **A 501-c-3 Tax Exempt Pennsylvania Nonprofit Corporation**

**Overall management oversight**, subject to Board Approval, of this 12-year-old furniture making school. Management shall include:

- Overall program responsibility
- Personnel decisions
- Budget responsibility
- Financial oversight with assistance of outside bookkeeper
- General overall responsibility for 4000 sq. ft. fully equipped shop and general maintenance of machinery
- Oversight of volunteer assistance
- Responsibility for sourcing materials, etc.
- Ensuring the safety of students and staff

**Teaching responsibilities**, including acting as lead instructor on certain courses, oversight of other instructors, the development of new course projects, and oversight and assistance in preparing material for class projects. Note that classes are offered primarily at night and on the weekends during the traditional school year, and during the day and the normal work week during the summer. The current schedule is online at <http://www.philadelphiafurnitureworkshop.com/calendar/calendar.php>.

**Administrative duties** shall include oversight of maintenance of school's website, setting the teaching calendar, maintaining overall responsibility for enrollment of students, etc.

**Qualifications** -- Suitable candidate will have experience in building furniture, maintaining a wood shop, teaching woodworking to others, being a leader and accepting responsibility, and working well with others and with the community as a whole. General computer skills using common programs is expected. Nonprofit administrative experience is a plus. The right person for this unique position will be asked to grow the school.

With this position comes access to PFW's well equipped woodshop and equipment, and private studio space.

Please direct resumes and inquires to Suzanne Kahn, Director, at [suzanne@dovetailwoodarts.com](mailto:suzanne@dovetailwoodarts.com) .