



**January 6, 2020**  
**Employment Opportunity**

**AMERICAN ACADEMY OF BOOKBINDING**  
**MANAGING DIRECTOR**

Full-time, year-round position at the American Academy of Bookbinding, a program of the Ah Haa School for the Arts, in a creative, supportive and inspiring environment. The Managing Director is responsible for overseeing all aspects of the Academy, from financial management to programming, marketing, facility, staff, students, instructors, housing and more. Qualified applicants should have management and administrative experience and must have strong communication, writing and organizational skills, be detail oriented, independently motivated and enjoy working with people. Bookbinding knowledge a plus but not required. Proficiency in numerous software programs a must, as well as competency with social media.

**TO APPLY:**

Please send a cover letter, resume and three work related references to: [aab@ahhaa.org](mailto:aab@ahhaa.org)

*Founded in Telluride, Colorado in 1993 by Tini Miura, Einen Miura and Daniel Tucker, the American Academy of Bookbinding is an internationally known diploma-oriented bookbinding school where students of all levels have the opportunity to initiate and improve their skills in a generous and supportive learning environment. A program of the Ah Haa School for the Arts, the American Academy of Bookbinding conducts intensive courses in the art of fine leather binding, book repair, paper conservation, book history, and other related subjects. Our goal is to provide a superior bookbinding education and to award professional-level diplomas to those students who develop the knowledge and skills to produce the highest quality of work.*

*The American Academy of Bookbinding is unique in the United States in its ability to offer a flexible low-residency diploma program in bookbinding, taught by some of the most experienced and highly regarded bookbinders and conservators in the world. Students can choose to progress through the diploma program at a pace that works best for their individual circumstances, attending classes as often as their busy lives allow. There are also many introductory courses offered and students may attend some classes with little or no experience. The training that students receive at the American Academy of Bookbinding will provide them with a level of skill and understanding that ensures quality and confidence in their work, whether they are already an established professional or they are just getting started in the field.*

*The American Academy of Bookbinding is a program of the Ah Haa School for the Arts.*

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DANIEL TUCKER | FOUNDER 1990

## **JOB DESCRIPTION FOR: AAB Managing Director**

*Updated January 2020*

Reports to: Ah Haa Executive Director

Supervises: Interns, Work-Study and Volunteers (if applicable)

Collaborates With: Ah Haa and AAB staff, property managers and AAB committee members

Position: Full-time, fluctuating depending on season, 40 hours/week

### **OVERVIEW OF RESPONSIBILITIES**

The Managing Director (MD) will be responsible for all of the administrative and managerial tasks of the AAB program. The MD is responsible for overseeing every aspect of the program, from program and schedule development, facility management, instructor hiring and coordination, student registration, managing housing for instructors and students, financial management, budget creation, organization of office and files, library, ordering of all supplies, marketing, etc.

### **FACILITY**

- Oversee the daily operations of the school
- Oversee telephone and computer systems
- Communicate with instructors and students to ensure the facility is locked and closed properly
- Studio set-up and preparation - maintain clean, efficient and organized environment
- Work with property managers to address facility related needs and emergencies, i.e., frozen pipes, fire, heat loss, snow removal, studio and grounds maintenance, septic system maintenance, etc.

### **REGISTRATION (YEAR-ROUND)**

- Develop, improve and maintain AAB's entire registration process
- Track and record all registrations (deposits and final payments)
- Communicate with students regarding payments, materials, cancellations, class requirements, etc.
- Review and respond to applications for program, scholarships and tuition assistance
- Prepare bi-monthly registration income reports, send to bookkeeper for entry
- Track and apply scholarships and tuition assistance as needed
- Review detailed financial reports monthly to ensure appropriate recording of student accounts
- Prepare invoices for students as needed or requested
- Keep instructors and students informed of class status, postponements, low enrollment, etc.
- Process refunds and course transfers
- Collect course evaluations and record responses, and summarize for instructors

- Procure and manage accommodation needs for students including reviewing options, pricing, contracting with rental management companies, assigning shared units, receiving and distributing payments, searching for donated opportunities.

#### MANAGEMENT OF AAB STAFF

- Create contracts with instructors and directors and manage payments
- Oversee interns, work-study students and volunteers. This entails assigning tasks that relate to class assistance, maintenance of facility, office, library, studio and any other areas that need additional attention.
- Hire and oversee any additional help, as needed.

#### MAINTAIN WEBSITE *(with the help of Ah Haa IT person)*

- Work with programmer and designer on website development as needed
- Ensure information on website is kept current and accurate. Send updated information as needed
- Create all online forms
- Work with Open Set team to include exhibition/competition info

#### FINANCIAL MANAGEMENT

- Develop and monitor annual budget. Meet with Ah Haa ED to review annual budgets and present to Ah Haa Board of Directors.
- Review monthly financial reports from QB and send any necessary corrections to bookkeeper
- Supervise accounts payable and receivable
- Reconcile credit card statements
- Create invoices and send to bill.com

#### MARKETING

- Create and oversee all social media marketing: Facebook, Instagram.
- Oversee the production and execution of all marketing print materials
- Send regular notices to distribution lists
- Arrange ads to be printed in newsletters and journals (GBW, DB, SoB, CBBAG)
- Target marketing to other schools' art or conservation departments
- Manage and update photo files
- Promote and host special visitors to the facility as opportunities arise

#### MATERIALS AND SUPPLIES

- Update inventory annually at the end of December
- Research prices and order necessary materials for classes and resale
- Update suppliers list regularly
- Seek out and consider new suggestions of tools or supplies to carry
- Purchase proactively when discounts are available
- Keep adequate inventory of attractive resale items such as leather and decorative paper
- Work with the instructors and staff to ensure that classes have all materials, paperwork, tools and equipment needed

#### PROGRAM PLANNING AND DEVELOPMENT

- Be attentive and responsive to current trends, interests and needs of bookbinding community
- Formally and informally survey interest groups and individuals to ascertain innovative and appropriate class and program ideas
- Work with Program Directors to design, develop and create each year's programming. Work toward planning programming three years in advance.
- Work with key stakeholders on the implementation of long-term goals such as capital campaign, creating an endowment, expanding current programs, collaborations, etc.
- Assist in the implementation of the triennial competition and exhibition and other special events designed to generate income or establish/maintain AAB's image as a leader in the community

#### OFFICE ADMINISTRATION

- Manage all shipping and postal needs
- Arrange mailings and poster distribution
- Handle daily issues with students, instructors and artistic directors
- Represent the interest of the school to the public
- Create forms, gift certificates, labels, signage and other printed materials as needed
- Build and maintain an efficient, accurate database for the school
- Data entry such as contact information, donations, file maintenance, cash and in-kind donations and course results
- Maintain organization of AAB library including updates to the collection listing as needed