



Position: MANAGER, AMERICAN BOOKBINDING ACADEMY

Reports to: Director, American Bookbinding Academy

Location: Telluride, CO

AMERICAN ACADEMY OF BOOKBINDING

The American Academy of Bookbinding (AAB), a flagship program of the Ah Haa School for the Arts, provides an opportunity for bookbinding students of all levels and aspirations to grow their art and craft in an inspiring, generous, and supportive learning environment. Our mentor-based diploma programs and specialized courses are internationally recognized, offering excellence in the training of traditional hand skills and the development of artistic expression for both enthusiasts and professionals. Open•Set is an international fine binding competition that promotes and celebrates the art of fine design binding, culminating in a traveling exhibition around the United States.

AH HAA SCHOOL FOR THE ARTS

Founded by Daniel Tucker in 1991, Ah Haa School for the Arts (Ah Haa) has been inspiring people of all ages to discover, nurture and celebrate their creative possibilities. Ah Haa School for the Arts' mission is to create community and joy through the arts for Telluride, the surrounding communities and visitors alike.

What We Are Looking For

The Manager for the American Academy of Bookbinding will be a creative and dynamic team member responsible for planning, organizing, and coordinating a variety of responsibilities that provide excellent customer service and professional programmatic support for AAB's classes, events, and exhibitions. This is a critical position that will help develop and sustain partnerships and strategies to increase and sustain awareness and participation in AAB offerings.

This is a part-time (25-30 hour/week), non-exempt position. Occasional evenings and weekends required. Remote work considered.

Student Registration and Course Management (60%)

- Manage student registration, course placement, payments, cancellations, and refunds.
- Support and manage requirements, deadlines and needs for diploma student to help ensure their successful matriculation; liaison with diploma student's advisors.
- Manage communication and distribution of awarded tuition assistance and scholarship distributions.
- Maintain student records and transcripts.
- Support students' overall class experience, providing information, guidance and support with travel, housing, and general inquiries; manage class dinners and "meet and greets".
- Ensure that program documentation (handbooks, applications, transcripts, and policies) is accurate and current.
- Manage classroom set-up and tear-down in collaboration with director and instructors.

- Coordinate, edit, and distribute faculty materials (course info, bios, syllabi, etc.).
- Assist in annual course calendar planning with the program directors.

Open•Set Program Management (30%)

- Manage day-to-day support for the director and the Open•Set Advisory Committee in the planning, implantation, and evaluation of the triennial program.
- Communicate competition guidelines, timelines, and applications; assist in development and distribution of informational material (press releases, social media, etc.).
- Record and label according to guidelines all received material; handle shipping as needed.
- Manage support and material for jury deliberation.
- In collaboration with Ah Haa Exhibitions Director, manage logistics of set-up and tear-down of nation-wide exhibitions, including, but not limited to shipping, contracts, condition reports.
- In collaboration with Open•Set Advisory Committee, staff and Exhibition partners plan, implement and evaluate related events and activities that enhance the experience and learning of participants.
- In collaboration with AAB staff and Ah Haa Director of Marketing and Communications, manage the production of the Exhibition catalog, including, but not limited to, collecting necessary participant, program and organizational information; manage the production and distribution of exhibition guides.
- Track delegated budgets to ensure accuracy and accountability.
- Maintain databases and exhibition records.

Administrative (10%)

- Provide registration data and statistics to the Director as needed.
- Provide notes and follow-up action items for various AAB in-person or Zoom meetings.
- Assist in the development, editing and distribution of marketing, social media, and print communications.
- Communicate AAB programs, events, and policies to students, donors, and the public.
- Support fundraising and donor relations events and efforts as needed.
- Represent AAB at selected book-related conference and events.

Required Skills, Abilities and Experience

- 3-5 years of experience working with the public in a customer service environment
- Ability to take initiative and effectively adapt to change.
- Strong analytical and problem-solving skills
- Ability to work independently and carry out assignments to completion within the parameters of instructions given, prescribed routines, and standard accepted practices.
- Works well in a collaborative team environment.
- Excellent verbal and written communication skills
- Demonstrated ability to manage and track program budgets
- Demonstrated commitment to diversity and inclusion practices
- Ability to analyze complex information and communicate recommendations
- Experience working with computers and software (Microsoft Office Suite, Google Docs, Apple products)

Preferred Skills, Abilities and Experience

- Relevant experience working in the bookbinding or book arts environment.
- Relevant experience with event planning.
- Demonstrated experience in social media and marketing
- Demonstrated experience with Adobe design products (i.e., Photoshop, InDesign, Acrobat)

What you can expect from Ah Haa School for the Arts

The Manager, American Academy of Bookbinding will have access to the Ah Haa classrooms and studios after hours to encourage continued practice and professional development that facilitates artistic growth. While use of the tools and equipment within the classrooms and studios is permitted, all supplies, materials and tools for personal work are the responsibility of and must be paid by the Manager.

SALARY RANGE: \$25.00/hr - \$33.65/hr depending on experience.

In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.

APPLICATION:

Interested candidates, please email cover letter and resume to chip@ahhaa.org. **Applications must be received by September 28, 2026.** No phone calls please.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS is an "at-will" employer.

AH HAA SCHOOL OF THE ARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

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Ah Haa School for the Arts

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