



**Residency and Fellowship Coordinator
at the
Oak Spring Garden Foundation**

The Oak Spring Garden Foundation (OSGF) is a 501(c)(3) private operating foundation based in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon's home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit www.osgf.org.

OSGF is accepting applications for one full time Residency and Fellowship Coordinator to work in the Programs Operations team. This position is **full time with benefits for a contractual period of two years.**

Schedule:	Full-time, contractual for two years.
Location:	Upperville, VA (housing potentially available, if needed); The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town. Having access to a car is desirable, but not essential.
Closing Date:	We will begin reviewing applications January 15, 2024 and will continue until position is filled. To apply, please email a resume and cover letter to hr@osgf.org with the subject line "Residency and Fellowship Coordinator"

Overview of the Residency and Fellowship Coordinator Position

The Residency and Fellowship Coordinator works closely with the Programs Team, and under the direction of the Director of Art and Residential Programs to ensure residents have an exceptional experience while on site. The Residency and Fellowship Coordinator is residents' primary point of contact at Oak Spring Garden Foundation (OSGF). This person should be able to maintain a friendly demeanor, and a solutions-oriented approach to dealing with people from differing backgrounds and life experiences. OSGF has developed a supportive, kind community of hard-working residents, staff and visitors. The Residency and Fellowship Coordinator plays a central role in connecting the varying people and aiding in the development of OSGF's on-site community.

This position is well suited for a hard-working individual who is interested in engaging with and supporting artists, researchers, writers, and ecologists. An interest in the OSGF mission is preferable, and knowledge of artist practices is required.

The successful candidate must be open to a flexible work schedule that will include evening and weekend hours. The OSGF work week entails 40 hours of work Saturday - Friday. This position will be eligible for OSGF's comprehensive benefits package which includes health insurance, and 401(b) matching.

About Oak Spring's Residency and Fellowship Programs

OSGF offers a few different types of fellowships and residencies that the Residency and Fellowship Coordinator will work with. This includes:

- Interdisciplinary Residency
- Botanical Artist in Residence
- Perennial Residency
- Eliza Moore Fellowship
- Plant Conservation Biology Fellowship
- Plant Science Research Fellowship
- Stacy Lloyd Fellowship
- Oak Spring Plant Conservation and Science Sabbatical
- Chef in Residence

The Coordinator will work most closely with the Interdisciplinary Residency Program. This program is open to individuals at all stages of their career, working on creative projects that address plants, landscapes, and gardens. Residents arrive on the same day, and complete an orientation that includes a series of tours during their first week on site. After this first week, residents are required to attend 3 weekly dinners, Monday - Wednesday, and are otherwise able to utilize their time as they see best fit. There are a number of optional opportunities for residents that include visiting the library or volunteer hours at our Biocultural Conservation Farm (Monday and Wednesday, 8:00am - 12:00pm).

At any given time, there may be 4 - 12 residents on site. The Coordinator can expect ample support from their colleagues on the Programs, Maintenance, and Hospitality Teams.

Responsibilities will include:

Attending to Residents needs while they are on-site (60%)

- Available via phone or email to field questions and address resident needs as they arise; directs questions to the Maintenance Team, Hospitality Team, Library Team, etc. as needed
- Schedules and facilitates at least 1 weekly grocery run
- Schedules and sets up for resident presentations the last week of the Interdisciplinary Residency program
 - Plans and helps set up for Perennial Resident presentations, Fellow presentations, and Botanical Artist in Residence presentations
- Completes resident cleaning supply requests by working with the Hospitality Team
- Fields maintenance requests to the Maintenance Team
- Kindly, and firmly upholds rules and policies that ensure residents are safe and engage with our site and staff in a respectful way
- Assists with laundry and cleaning studios after residents depart
- Fields pest management questions or concerns to the Arborist and Conservation Landscape Team.
- Alerts the Programs Director to interpersonal issues that may arise between residents, and that require additional attention; assists the Programs Director in mediating interpersonal conflicts when appropriate
- Drives an OSGF vehicle (often times a 14-person passenger van) to take residents on supply runs, grocery runs, and any other needs that may arise
- Assists with or leads introductions and orientation tours during the first week of residencies and fellowships
 - Checks-in residents and completes a house orientation with residents
- Responds to requests for materials and items for accommodations and studios; relays damages needing attention to the Maintenance Team as needed
 - Checks houses and studios for damages, and laundry after Residency sessions ends and restocks supplies

Administrative tasks (40%)

- Drafts housing assignments to be approved by the Programs Director
- Handles pre-arrival communications with residents including; sending information about pre-arrival Zoom meetings, sending and receiving accounting forms and Letter of Agreements
- Sends Award letters to residents and the Accounting Department
- Sends weekly emails with upcoming events for the following week
- Schedules other staff members to attend resident dinners
- Schedules and tracks sign up for weekly volunteer sessions at formal garden, BCCF, and Wildlife Garden
- Assists with reviewing applications during the selection process

Required Skills and Knowledge

- Understanding of artist practices and needs
- Able to maintain a confident and professional demeanor, while also remaining approachable and kind
- Excellent communication skills
- Must be able to transition between periods of quick-paced activity, to lulls in activity
- Ability to lift at least 50 pounds
- Must be compassionate and able to work with diverse and differing personalities
- Must have dependable and reliable transportation
- Dependable and collaborative team player
- Must be solution-oriented
- Must have a car and be able to legally drive in the US
- Must be comfortable with digital platforms including Google Suites and Microsoft Suites. Must also be willing to learn new platforms as OSGF's needs grow and shift

Desired Skills and Knowledge

- Passion for the intersection of arts and ecology and OSGF's mission
- Knowledge about DC and the Northern Virginia region
- Interest in working at a newly established artist in residence
- Interest in arts administration

To be considered for either of these apprenticeships, please send a cover letter and resume to hr@osgf.org with Residency and Fellowship Coordinator and your name in the subject line.

The Oak Spring Garden Foundation is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need without regard to race, color, religion, sex, sexual orientation, national origin, or any other non-merit factor.