



Hawthornden Foundation

Job Description: Hawthornden Brooklyn Site/Residency Director

Organization

Hawthornden Foundation is a U.S. private charitable foundation supporting contemporary writers and literary arts with an international residential fellowship program in its castle in Scotland and a second historic property, Casa Ecco on Lake Como in Italy. In addition, the Foundation sponsors the annual Hawthornden Prize, one of Britain's oldest and foremost literary awards, and provides grant support to literary organizations and programs throughout the world. Hawthornden is opening a new residency in Brooklyn New York in 2024.

Position

The Hawthornden Brooklyn Program Residency Director will report to the Executive Director, and will be responsible for the organization and administration of the residency and public programs at Hawthornden Brooklyn: scheduling and hosting writers in residence, planning and administering public outreach and programming and the day-to-day operation and maintenance of the house. The Residency Director will have budgetary and planning responsibility, as well as scheduling and supervision of part-time staff and housekeeping and gardening services.

Responsibilities:

- Assist the Executive Director with the organization and implementation of the Hawthornden Brooklyn Writer Residency program
- Assist the Executive Director with planning and coordination of programs and their activities, including public programs and events such as readings and performances
- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Work with Hawthornden leadership as directed to hire or coordinate any necessary staff or outside contractors, which may include cooks, repairmen, event facilitators, cleaning staff, etc.
- Oversee contractors and all aspects of property management at Hawthornden Brooklyn
- Recruit and supervise volunteers and/or interns as needed
- Support program growth and development as necessary
- Coordinate program communications
- Oversee the program budget, including tracking billing, payments and other financial transactions
- Coordinate interactions/relationships between staff, clients, administrators and all other program stakeholders
- Schedule and organize program-related meetings and events



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- Oversee the use of technology for program operations, such as video conferencing technology, presentation software and other communications technologies
- Create and maintain program records, reports, presentations and proposals
- Facilitate positive relations between the writers, the program team, the public, other departments within the organization, and all other involved parties.
- Manage all related communications with Hawthornden Writers, including but not limited to residency dates, logistical materials, working supplies, and other needs.
- Perform additional duties as assigned

Qualifications:

- Bachelor's Degree required, background in humanities, arts or the social sciences preferred
- MFAs encouraged to apply
- Experience in or strong interest in the literary world strongly preferred
- Two (2) years of related programming and event planning experience including program management, logistical expertise, managing events, vendors and clients required
- Excellent attention to detail and time management skills
- Strong project management skills required
- Ability to work independently and according to deadline
- Administrative and clerical skills
- Interpersonal skills, including excellent written and verbal communication
- Ability to work with a wide range of people and perspectives
- Proficient in Microsoft Office, Adobe Acrobat, GSuite, and Zoom
- Knowledge of Submittable preferred

Salary Range

\$75,000 - \$90,000 commensurate with experience

Application Process

Interested applicants should send a cover letter and resume in a single file to careers@hawthornden.org with the subject line "Hawthornden Brooklyn."