

Madeline Island School of the Arts (“MISA”) is a top ranked art and craft school and considered by its peers to be one of the most successfully operated schools in the country. MISA has developed a sophisticated program for scheduling and running premier five day workshops in painting, photography, quilting and writing for 18 consecutive weeks, June – October.

The school has a unique Island campus and has produced double digit, annual revenue growth over the past four years. This has now led to expanding its program operations during the winter months, to Tanque Verde Ranch in Tucson, AZ.

This business is a unique segment of the hospitality industry experiencing a 20% per annum growth rate, and offers excellent opportunities for career advancement.

In conjunction with this expansion, MISA seeks candidates for its programming administration as follows:

Position Title: Assistant Program Manager

Compensation: Negotiable - includes benefits

Position Description:

- Research and evaluate “A List” instructors in the genres listed above, for both Madeline Island and Tanque Verde operations. This will also require knowledgeable supervision of a core group of teachers for both locations to ensure that workshops fill.
- Manage the school’s social media platforms - that include bi-weekly newsletters, Facebook, Pinterest and Instagram posts.
- Work with the Advertising Committee and ad agencies, to develop promotional materials for instructors at the Madeline Island and Tanque Verde locations.
- The position will require working at the school's Island headquarters and travel to Tanque Verde to supervise workshop operations during the winter months.

Qualifications:

Age: 25+ and college degree

Experience/enjoy the hospitality industry

Excellent communication and writing skills

Familiarity with Excel and Word programs and some graphic design skills preferred

An optimistic and innovative vision that will lead to new and better ideas for the school

Submit resumes to:

Charles E. Meech

President

Box 536, LaPointe, WI 54850

Email: misa@cheqnet.net