



## Resident Director

### VCCA's Moulin à Nef in Auvillar, France

The Virginia Center for the Creative Arts (VCCA) seeks a qualified, engaged individual to serve as Resident Director at VCCA's Moulin à Nef residency program in Auvillar, France, starting June 1, 2026.

The Resident Director oversees all aspects of the residency program, including Fellow services, staff supervision, financial and administrative management, and care of VCCA's property. Importantly, the Resident Director also serves as VCCA's primary representative and an active ambassador in the local community.

#### Position Details

- **Type:** Part-time, year-round (20 hours per week)
- **Salary:** €22,880 annually, paid in 12 equal monthly payments
- **Housing:** On-site apartment with utilities included
- **Vacation:** 25 days per year
- **Visa:** Long-term stay visa required; costs covered by VCCA
- **Reports to:** Director of Artists Services, VCCA

#### Qualifications

- Fluency in written and spoken French
- Experience supervising staff and managing budgets
- Strong organizational, communication, and interpersonal skills
- Sound judgment, attention to detail, and problem-solving ability
- Valid driver's license and comfort driving an automatic vehicle in France
- Comfort working within the rhythms and realities of a live-in residency program

#### Key Areas of Responsibility

- **Fellow Services:** Ensure residencies run smoothly and visiting artists (Fellows) feel welcomed and supported. Serve as the primary point of contact for Fellows, host communal meals, and assist with public programs in collaboration with staff.
- **Staff & Program Management:** Supervise on-site staff and contractors, manage payroll and employment records, coordinate coverage during absences, and work with the Director of Artist Services on contracts, policies, and program planning. Maintain clear procedures for emergencies and operational continuity.

- **Administrative & Financial Oversight:** Manage day-to-day operations, including budgets, expenses, utilities, insurance, and financial reporting. Oversee VCCA's French bank account and work with the Office Assistant on bookkeeping.
- **Community Engagement & Partnerships:** Represent VCCA in Auvillar and the surrounding region, cultivate local partnerships, welcome community members to events and meals, and support university partnership programs.
- **Buildings & Grounds:** Oversee maintenance and care of VCCA buildings and outdoor spaces, coordinating routine upkeep and larger repair or improvement projects in consultation with the Executive Director.

### Success Looks Like . . .

A smooth-running residency where Fellows feel supported, staff feel empowered, and VCCA thrives in the local community.

### Application & Hiring Process

- [Online applications](#) must be submitted by **March 10, 2026**.
- Interviews will be scheduled shortly thereafter and will include **a conversation in French**.
- **Short-listed candidates** will be asked to provide **two letters of recommendation** (not from VCCA staff or Board members), at least one of which should be from a professional reference.
- VCCA anticipates reaching a **hiring decision** by the **end of March**, with a **start date of June 1**.

**Questions?** Contact Cheryl Fortier at [cfortier@vcca.com](mailto:cfortier@vcca.com).

### About VCCA

The Virginia Center for the Creative Arts is a U.S.-based nonprofit with a mission to provide time and space for national and international writers, visual artists, and composers of talent and promise to bring forth their finest works, because the arts are vital, diversity is a strength, and creativity is essential.

VCCA's Moulin à Nef in Auvillar, France, welcomes a total of ~40 Fellows each year, four at a time. During their stay, Fellows live communally in a four-bedroom terraced French country home. Next door, four private artist studios are housed in a 17th century structure. A third building on the property is home to the VCCA Office, above which is a private apartment for the Resident Director. The history of the Moulin à Nef is based on a cultural exchange opportunity between visiting artists and local villagers.

[www.vcca.com](http://www.vcca.com)