**Student Production Aide**

**DEFINITION:**

The student assists the Manager/Supervisor with day to day area functions which include:

(a) Provide phone service and customer service in all areas of the facility including: tool checkout, equipment set-up, safety procedures, issuing and selling of materials, registration, frame orders, etc.

(b) Assist in daily operation of facility including opening and closing facility, bank pick-up and return, daily cash records, darkroom set-up, kiln operation framing jobs and general clean-up.

(c) Assist instructors with class preparation and provide instructional assistance to workshop students and customers.

(d) Is directly responsible for one area of the facility. This includes general production, organization and maintenance of tools, equipment and supplies, the general upkeep of the area to provide a safe, clean work area, stocking and inventory of all necessary supplies, the development of special projects for area improvement, and the direct responsibility for the overall operation of the area.

(e) Assisting with special programs, events, projects, etc.

(f) Perform other customer and discretionary duties as assigned.

**BASIC QUALIFICATIONS:**

None. However, experience in at least 2 of the following areas a plus:

- Photography (darkroom)
- Ceramics
- Silk Screening
- Stained Glass
- Jewelry Making
- Matting*
- Framing*
- Woodworking*