**Student Production Assistant**

**DEFINITION:**

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

(a) Greeting newcomers in person and on the telephone and answering questions regarding special workshops, classes, etc.

(b) Assisting workshop instructors and members with projects and technical problems.

(c) Demonstrating and supervising use of equipment by members to insure safety.

(d) Administering safety orientation classes and tests for woodworking and welding.*

(e) Maintaining general appearance and organization of studio: table and counter tops, consignment displays, and storeroom.

(f) Keeping an accurate inventory and reporting lost, stolen, or damaged items to supervisor.

(g) Checking out equipment and tools to members and inspecting return of same. (Damage or loss overlooked by sloppy check-in will be responsibility of employee.)

(h) Selling of supplies, memberships and consignment goods, operating a cash register, recording usage and general statistics.

(i) Opening and closing, locking up, and securing area.

(j) Mixing of darkroom chemicals, maintaining and changing as needed.

(k) Reclaiming clay, stacking and firing kiln.

(l) Assisting in all areas of frameshop.

(m) Assisting with special programs, events, projects, etc.
**Student Production Assistant**

**BASIC QUALIFICATIONS:**

Either one (1) year experience or registered university classroom instruction in at least 2 of the following areas:

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

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