**Student Production Aide**

**DEFINITION:**

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

(a) Provides phone service and customer assistance across all facility areas, including tool checkout, equipment setup, safety protocols, material issuance and sales, registration, and frame orders.

(b) Assists in the daily facility operations, including opening and closing, bank transactions, maintaining daily cash records, setting up darkrooms, operating kilns, completing framing jobs, and general cleanup.

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

(d) Assumes direct responsibility for a designated facility area, encompassing production, organization, and maintenance of tools, equipment, and supplies, ensuring a safe and clean work environment, managing stock and inventory, initiating special projects for area enhancement, and overseeing overall area operations.

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

(f) Performs 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*

**LEARNING OUTCOMES***:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Proactively anticipate needs and prioritize action steps.
• Multi-task well in a fast-paced environment.
• Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
• Keep an open mind to diverse ideas and new ways of thinking.
• Use innovative thinking to go beyond traditional methods.
• Plan, initiate, manage, complete, and evaluate projects.
• Act equitably with integrity and accountability to self, others, and the organization.
• Be present and prepared.
• Consistently meet or exceed goals and expectations.
• Have attention to detail, resulting in few if any errors in their work.
• Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
• Collaborate with others to achieve common goals.
• Navigate change and be open to learning new technologies.

*Learning outcome descriptions from the National Association of Colleges and Employers (NACE).