DEFINITION:

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

(a) Welcomes newcomers in person and over the phone, addressing inquiries about special workshops and classes.

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

(c) Demonstrates and oversees the safe usage of equipment by members.

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

(e) Maintains the general appearance and organization of studio, including tables, countertops, consignment displays, and storerooms.

(f) Keeps accurate inventory and reports lost, stolen, or damaged items to supervisor.

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

(h) Handles sales of supplies, memberships and consignment goods, operates a cash register, recording usage and general statistics.

(i) Opens and closes the facility, locks up, and ensures area security.

(j) Prepares darkroom chemicals, maintains, and changes them as necessary.

(k) Manages clay reclamation, stacking, and kiln firing.

(l) Assists in all areas of frameshop.

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

**BASIC QUALIFICATIONS:**
Either one (1) year of 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*

**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.