



STUDIO ASSISTANT

Position open until filled

*To apply for this job, please email (no phone calls please): jobs@offcenterarts.org
Please attach cover letter and resume as PDF files.*

Reports to: Executive Director

Part-time: 12 hours per week

Hours/Days: TBD

Compensation: Commensurate with Experience/Education

Summary

In collaboration with Studio Manager, instructors, and volunteers, the Studio Assistant is responsible for maintaining OFFCenter's open community arts studio as a safe and healthy environment that supports the creative expression and well-being of studio participants. Candidate must have some schedule flexibility, as hours may vary based on studio coverage needs and special events.

Education/Experience

- Bachelor or Associate degree in art, arts management, art therapy or social services preferred.
- Experience working in the arts or social services.
- Basic knowledge of Microsoft Office (Word, Excel).
- Basic knowledge of Google Apps (Mail, Docs)
- Initiative to establish and maintain effective interpersonal relationships with OFFCenter staff, program participants, volunteers, interns, agencies, visitors, donors and community partners.
- Well-developed organizational and time management skills.
- Ability to work independently and with a team.
- Good verbal and communication skills.
- Retail art sales experience a plus.
- Initiative to establish and maintain effective interpersonal relationships with OFFCenter staff, program participants, volunteers, interns, agencies, visitors, donors and community partners.
- Well-developed organizational and time management skills.
- Ability to work independently and with a team.
- Good verbal and communication skills.
- REFERENCES WILL BE REQUIRED.

Primary Responsibilities

- Prepare studio space according to Studio Set-up checklist.
- Greet and invite all studio visitors to sign the Studio Attendance Sheet.
- Answer incoming phone calls.
- Receive walk-in material donations.
- Conduct sales transactions from the current Exhibition, Artist's Co-op Gallery and the Thrift Store.
- Give tours of the studio to new visitors.
- Assist studio artists in finding materials, supplies and equipment.
- Encourage all studio participants to contribute to the maintenance and organization of the studio space.

Shared Responsibilities with Studio Manager

- Assist Studio Manager in sorting donated materials for workshops, studio, classes, thrift and outreach.
- Assist in collecting and maintaining database information on studio walk-in attendance, workshops, classes, and special events. Assist Studio Manager in maintaining and collecting special survey data.
- Assist Studio Manager with all aspects of OFFCenter Artist's Co-op Gallery, and non-juried Exhibition Program.

All Staff

- Maintain and update on-line calendars with programs, workshops, classes and events.
- Maintain and update email lists of workshop participants and outreach participants.
- Maintain a safe, inclusive environment for diverse self-expression and creative community building.
- Model positive studio practices by showing respect for others, our studio, art materials and all artwork created at OFFCenter.