

Job Title: ESSA Studio Assistant

Position Summary

The Studio Assistant reports directly to the Studio Coordinator II and is responsible for providing assistance as directed to keep studios in good working order and preparing for each class or activity scheduled in the space, with a focus on North Studios (ceramics, 2D, small metals, glass, etc.) and ability to flex into supporting Iron and Wood Studio workshops. Through a helpful and welcoming presence, the Assistant sets the tone for all studio activities by working to ensure the smooth operations of workshops and other special programs and events as directed.

- Provide general assistance to support the studios.
- Ensure studio preparedness and maintain studio space.
- Safely operate equipment in ESSA studios. Clean and maintain equipment as directed.
- Monitor and ensure student and instructor safety and provide safety orientations at the beginning of each workshop. Constantly monitor studios for potential safety hazards or safety improvements and correct/implement.
- Open and close studios during workshops and special events according to work schedule.
- Work a flexible schedule that may include mornings, afternoons, and/or evenings; hours per week may vary based upon studio usage.
- Engage in regular email and telephone correspondence with ESSA staff.
- Assist with creating photo and video content for ESSA web site and social media.
- Other responsibilities as assigned.

Skills and Qualifications:

Physically capable of standing for extended periods of time and lifting up to 50 pounds

Previous experience in studio arts is preferred

Proficiency in Microsoft Word, Excel and PowerPoint, and online collaboration platforms (e.g. Zoom)

Ability to present information concisely and effectively, both verbally and in writing

Ability to organize and prioritize work

Ability to work independently with little supervision

Flexibility and positive attitude, and an ability to work well as part of a team

Excellent interpersonal skills

ESSA complies with all laws prohibiting discrimination against employees and applicants based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, citizenship status, disability, genetic information, or veterans' status.