



## **Woodworking Studio Assistant**

Reports to Woodworking Resident Artist

### **Position Summary**

Assist the Woodworking Resident Artist for 10-18 hours per month (on average) in caring for the Woodworking Studio. This is a contract position requiring weekend work to maintain the shop between class sessions. Requires knowledge and experience in maintaining and troubleshooting woodworking equipment.

### **Position Responsibilities**

- Do general studio cleaning between classes, and exterior cleanup as needed
- Care for equipment with a keen eye for safety, and handle overall studio maintenance
- Work with Woodworking Resident Artist to monitor studio supply needs
- Organize tool room and return tools to correct location
- Rearrange equipment to meet class needs when necessary

### **Position Responsibilities in the absence of the Woodworking Resident Artist**

- Set up studio prior to classes per each instructor's tool & supply requests
- Greet instructors upon arrival, assist in unloading materials, and orient new instructors to the studio
- Troubleshoot classes during the week as needed (on call)

### **Desired Personal Characteristics**

- Energetic and hard-working
- A friendly team player who relates well to others
- Self-motivated, highly organized, detail-oriented, and able to multi-task
- Able to problem solve
- Very effective in written and oral communication

### **Physical Demands**

- A current driver's license is required.
- Ability to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills.
- The contractor may occasionally move heavy objects and lift up to 50 pounds.

## **Applications**

To apply, submit the following to [jobs@folkschool.org](mailto:jobs@folkschool.org):

1. Cover Letter that details your experience and knowledge in woodworking and studio/shop management, reason for applying, and mutual benefits this position would provide -- benefits you bring to the program, and how you hope to grow from the experience.

2. Resume or Curriculum Vitae

3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.