

## **Iowa State Memorial Union Workspace Art Studio Staff**

*The Workspace is an art studio at the MU that is designed to offer creative experiences to ISU students, faculty, staff, and the Ames community. We offer art classes, walk-in crafts, and special events as well as provide open studios for people to come in and work on their own.*

**We are committed to creating a diverse team of students who work collaboratively while learning art studio operations, and skills needed to work in a variety of media.**

### **Duties and Responsibilities Include:**

- Opening and closing the Workspace.
- Overseeing general usage of the studio and maintaining a safe environment for customers by:
  - Checking in guests
  - Monitoring multiple studios simultaneously and assisting customers
  - Knowing safety and emergency procedures
- Completing clerical tasks including answering phones, operating an online ticketing system, and pricing inventory.
- Managing all financial transactions using a point-of-sale system. Closing includes balancing starting cash with daily income and depositing cash bag.
- Managing walk-in crafts, Paint Your Own Pottery, and special events for all ages by:
  - Prepping supplies and samples
  - Setting up and cleaning up
  - Leading craft activities through demonstrations and one-on-one help
- Daily studio cleaning and supply organization.
- Completing button orders and other special projects.
- Being the first point of contact for class instructors while they are teaching.
- Attending staff meetings and providing feedback on policies and procedures.
- Providing excellent customer service to internal and external customers.

### **Best Candidates Have**

- Excellent customer service skills.
- Basic knowledge of tools and equipment in a makerspace.
- Genuine interest in the operation of art studios.
- Confidence to lead craft activities in a group setting.

### **Positions and Compensation**

- Up to 12 positions open to College of Design students.
- Work-study students are encouraged to apply.
- 10-16 hours per week during the school year, more hours available in summer.
- Hourly wage beginning at \$10.50.

### **To Apply:**

E-mail resume, cover letter, and fall class schedule to Letitia Kenemer, Arts and Workspace Coordinator  
[letitia@iastate.edu](mailto:letitia@iastate.edu)

## **Iowa State Memorial Union Art Gallery Staff**

*The Memorial Union Art Gallery gives the University and Ames community the opportunity to view and experience a wide variety of artwork representing local, regional, and national artists. As part of the rotating schedule, each year the Gallery hosts 1-2 student exhibits juried by professional Iowa artists. The Focus Grant Exhibit is also held each spring. In addition, the space can be used for special events.*

**We are committed to creating a diverse team of students who work collaboratively while learning about exhibition management and the process of installing artwork.**

### **Duties and Responsibilities Include:**

- Staffing the Gallery during open hours and special events  
Fall and Spring: Monday-Friday 11am-4pm and Sunday 1-4pm  
Summer: Monday-Friday 10am-2pm and Sunday 1-4pm
- Installation of art exhibits using museum standards
- Working collaboratively to create art installations that are meaningful and present the artist's work in the best way possible
- Installation of art in other Memorial Union spaces
- Using accurate measurements and hand tools/drills to securely hang artwork
- Promoting student juried art exhibits and Focus Grants
- Assisting customers in renting art from our lending collection
- Assisting with other art events and activities at the Memorial Union as needed
- Attending staff meetings
- Providing excellent customer service to internal and external customers

### **Best Candidates Have:**

- Experience handling artwork of various media
- Interest in art exhibition management and learning the art installation process
- The ability to describe, analyze, interpret, and evaluate art
- Basic experience with hand tools and drills
- Excellent customer service skills

### **Positions, Hours, and Compensation:**

- Up to 6 positions open to College of Design students
- Work-study students are encouraged to apply
- 8-15 hours per week, more available in the summer
- Hourly wage of \$9.00

### **To Apply:**

E-mail resume, cover letter, and fall class schedule to Letitia Kenemer, Arts and Workspace Coordinator  
[letitia@iastate.edu](mailto:letitia@iastate.edu)