

## 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 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**

- Positions open to College of Design students.
- Work-study students are encouraged to apply.
- 20-30 hours per week in summer.
- Positions will continue into the fall semester with 10-15 hours per week.
- 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). Deadline May 19.