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 175-200 classes and events each year, and also provide open studios available for people to come in and work on their own.

**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 each visitor on our database
  - Monitoring multiple studios simultaneously and assisting customers
  - Giving attention to all studios with special consideration to the woodshop machinery and gas torches
  - Knowing safety and emergency procedures
- Completing clerical tasks including answering phones, operating an online ticketing system, and pricing inventory
- Managing all financial transactions using 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
- Loading and unloading kilns
- 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
- Embraced the diverse campus community

**Positions and Compensation**

- Up to 10 positions – ongoing
- Open to College of Design students
- Work-study students are encouraged to apply
- Hourly wage beginning at $8.50

**To Apply:**
E-mail resume, cover letter and class schedule to Letitia Kenemer, Fine Arts Coordinator
letitia@iastate.edu