

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
- Hourly wage beginning at \$10.00

To Apply:

E-mail resume, cover letter, and class schedule to Letitia Kenemer, Arts and Workspace Coordinator
letitia@iastate.edu

Priority given to applications received by January 10, 2023