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:
  o Checking in guests
  o Monitoring multiple studios simultaneously and assisting customers
  o 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:
  o Prepping supplies and samples
  o Setting up and cleaning up
  o 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
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