



56605 Sitka Drive, Otis, OR 97368

Studio Technician Position Description and Application

Please feel free to contact us if you have any questions at 541.994.5485 or info@sitkacenter.org.

Sitka Center for Art and Ecology

Title:	Studio Technician
Status:	Seasonal, full-time, non-exempt position
Wage:	\$10.75/hour, shared on-campus housing including; utilities, wi-fi, washer & dryer access to kayak and canoe, and (when possible) access to studio space and paid attendance for one workshop.
Hours:	35-40 hours/week- 9:00 a.m.- 6:00 p.m. with one hour lunch break
Work Dates:	Mid- May to end of September
Days Off:	Monday and Tuesday

Job Objective or Overall Purpose Statement

Manage the daily operations of the workshops in the summer. Work closely with the Program Manager to update workshop materials and processes.

List of Duties or Tasks Performed

Summer Season (May-Sept)

Main Responsibility: Workshops

- Work closely with Program Manager to ensure the smooth operation of daily workshops
- Greet arriving instructors, assist with their check-in on campus
- Set-up and breakdown studios for workshops, assist instructors as needed
- Welcome workshop participants on the first day of each workshop, introduce the instructor and provide details about the facility
- Provide AV (audio/visual) support for instructors
- Assist in the parking lot to make sure students park in designated Sitka lots & assist with overflow if needed
- Photograph and video workshops as appropriate and file and organize generated photos and clips
- Collect workshop feedback forms from instructors and participants
- Input notes regularly into Filemaker regarding each workshop set-up for ease of next year
- Greet visitors and share current Sitka events and activities and provide facility tours when possible
- Manage work schedule in conjunction with the Art Center Intern
- Upkeep of Workshop Binder as a resource for managing workshop operations
- Assist with communication of Cascade Head Ranch rules to instructors and students
- Communicate with the housecleaners as needed
- Publicize workshop program via upkeep of social media (Facebook, Twitter, Pinterest, YouTube)
- Work with the Event Coordinator on events; set-up and cleanup studios
- Patrol campus nightly to assure each studio is locked with lights and equipment turned off
- Maintain a safety awareness to benefit students and instructors

Job Qualifications

Behavioral values relevant to this position:

Friendly

Flexible

Resourceful

Dependable

Based on experience, a person in this position would:

- Enjoy interacting with people daily
- Have an artistic sensibility and art making knowledge
- Be able to regularly lift 50 pounds
- Ability to carry materials and supplies up and down stairs
- Have a sense of intentionality when attending to details
- Great written and oral communication skills

Send the following application to:

info@sitkacenter.org or Sitka Center for Art and Ecology, 56605 Sitka Drive, Otis, OR 97368



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Otis, OR 97368

Summer Studio Technician Application Deadline Mar. 1, 2018

First Name _____ Last Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Email _____ Telephone _____

Areas of Interest:

Schools Attended:

Essay Questions: *Please include in your application an an essay (a **total** of 250 to 750 words) answering the following questions.*

- Why do you want to work at Sitka and what are you hoping to learn from your time here?
- What are your strengths as an employee?
- What specific qualities do you bring to a team environment?
- What makes you an interesting person?

Please attach the following to this Summer Studio Technician Application:

- Resume
- 3 Professional References (list with the references' names, emails, phone #'s and affiliations)
- 250 to 750-word essay addressing the 4 questions above

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