

OPEN STUDIO STAFF ARTIST

Job Description

shifts begin 15 minutes before opening to public, and end 15 minutes after closing

- Greet/welcome each guest at arrival serving as TAE host; Give new guests tour of studio and opportunities available; Escort each guest out of studio, thanking them for coming
- Maintain certifications in CPR, First Aid/Universal Precautions, and Recipient Rights and Due Process, HIPAA and additional trainings
- Engage with participants and collect additional information to be added on participation forms
- Collect payment for sales of art materials, programs, and items from participants
- Maintain daily census forms
- Enforce studio rules to ensure safety and comfort of participants
- Oversee studio activity
- Assist with TAE Studio Operations including but not limited to:
 - Create samples to illustrate end products
 - Processing in-kind donations
 - Art Kit assembly
- Provide guests with ideas, projects, materials, support/instruction, and encouragement
- Serve as support staff for Artists in Residence
 - Maintain record keeping for AIR attendees including and not limited to:
 - Time in/time out
 - Goal tracking
- adhere/follow/perform opening and closing procedures for each shift worked - this would then encompass the responsibility of checking voicemail, signing in, and handling the other things on the daily checklist
- Be responsible for determining condition of supplies of studio
- Attend monthly Open Studio Staff meetings
- In the event of being unable to fill a scheduled shift, find a replacement for that shift.
- Applicants may be required to lift 20 lb, and navigate stairs regularly.