

## Position Description

### POSITION PROFILE

**Position Title:** Art Studio Worker

**EOU Department/College:** College of Arts Humanities Social Sciences

**EOU Supervisor Title:** Auburn Isaak- Educational Program Assistant II for the Visual Performing Arts

**Typical Job Duration:** Academic Year (September to June)

**Job Level:** level 2, \$13.70

**Type of Schedule/Typical Hours:** Part-time; hours are flexible but primarily within Monday to Friday, 8 AM to 5 PM as needed by the studio schedule.

**Typical Number of Hours Per Week:** 10-15 hours

### POSITION INFORMATION

#### Student Position Description Summary:

This position will support the Visual Performing Arts Education Assistant, in organizational and cleaning tasks within the Art Studios. This individual will have the opportunity to learn about different studio equipment, materials, and functions within the art studios. We are looking for a motivated individual that can work independently and follow instruction. Some tasks may require long periods of physical work. Multiple internships are available. Interns will be responsible for a portion of the following responsibilities according to their faculty supervisor.

### **Job Duties/Responsibilities/Essential Functions:**

- Work one on one with the Visual Performing Arts Education Assistant daily on various projects and tasks
- Sweep, mop, and spray down studio floors
- Ability to learn and implement special cleaning methods
- Organize and label tools and materials
- Ability to use Microsoft Office for making signs and/or inventory
- Previous knowledge or ability to learn how to use a laminator
- Knowledge or ability to learn how to use basic hand tools and run small equipment.
- Ability to learn and follow safety protocols

## **HIRING CRITERIA**

### **Minimum Qualifications:**

- Must be an on-campus student who has federal financial aid approved work study awarded. Excellent organizational skills
- Excellent communication skills verbal and written
- Experience with following detailed instructions and multitasking
- Must be able to lift 50lbs
- Scheduled shifts will fall between Monday – Friday between 8 and 5pm depending on student availability

### **Preferred Qualifications:**

- Experience in an Art Studio Setting
- Experience organizing and cleaning physical spaces
- Strong problem-solving skills, great attention to detail and self-starter.

### **Desired Knowledge, Skills & Abilities:**

- Familiarity with art materials and studio equipment.
- Capability to follow complex instructions and work independently on tasks.
- Physical stamina and ability to handle tasks requiring manual labor.
- Commitment to maintaining a safe and inspiring environment for creativity.

## **STUDENT LEARNING OUTCOMES**

*As a result of completing this internship, the student will:*

### **Academic Learning Outcomes:**

- Gain practical skills in studio management and operations, complementing theoretical art studies.

### **Industry Learning Outcomes:**

- Acquire hands-on experience in the maintenance and operation of an art studio, preparing for roles in studio management, art production, and gallery operations.

### **Career-Readiness Learning Outcomes:**

- Develop organizational skills, attention to detail, and the ability to multitask, crucial for any professional setting.
- Enhance interpersonal skills through collaboration with faculty and students in a creative environment.

## **PROFESSIONAL DEVELOPMENT & TRAINING**

### **Professional Development & Training**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## **LEARNING ASSESSMENT & PERFORMANCE EVALUATION**

### **Learning Assessment and Performance Evaluation**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework