

ASUC

StudentUnion

## **ASUC Student Union Art Studio Assistant**

The **ASUC Student Union**, in partnership with student leaders, offers community-focused services and programs, providing opportunities for students to learn, grow, and live a balanced life. This includes facilitating events for students and the community, operating businesses that are responsible, sustainable, and engaging, and offering programs to build skills and explore creativity.

### **Overview:**

The Art Studio Assistant will provide administrative support for the Berkeley Art Studio Office and maintenance support to the Art Studio, which is home to a ceramics studio, screen printing and drawing studio and a darkroom. Students who are passionate and knowledgeable about ceramics, printmaking, darkroom photography, or arts administration are preferred. This position reports to the Creative Programs Assistant Director, Student Union.

The Studio Assistant should be able to work evenings and/or weekends. Shifts run from 4:30pm-10:30pm Monday-Friday and/or 9:30am-5:30pm Saturday-Sunday. In addition, the student assistants will meet monthly; date/time to be determined. This position is required to attend customer service training sessions in late August/early September.

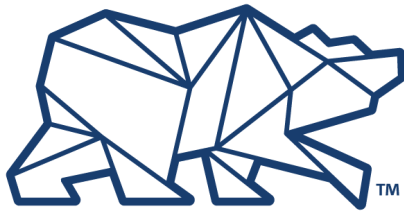
### **Job Duties:**

#### **1. Studio Support**

- Learn the functions of the entire Art Studio, and perform basic staff duties and responsibilities for all sections, including photography, ceramics, printmaking painting and drawing
- Maintain a clean studio, observing and enforcing all safety and general rules of the Art Studio
- Set-up and breakdown of the Art Studio's photography darkroom
- Regular ceramics studio maintenance tasks such as washing aprons and ware boards, organizing supplies
- Responsible for opening and closing procedures including cleaning the ceramics studio and securing the Art Studio
- Assist with artmaking experiences such as artmaking on Upper Sproul Plaza and Crafter Dark on Thursday evenings in the Student Union

#### **2. Customer Service**

- Handle all cash register procedures, selling art supplies
- Answer phones, check and return voicemails, and manage Art Studio's email inquiries
- Register students for classes and membership
- Answer students questions about the Studio and its offerings
- Assist instructors in class nightly set up



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### 3. Administrative

- Assist in maintaining the Art Studio's database
- Assist with graphics and advertising
- Assist Art Studio professional with a variety of administrative tasks

### Required Qualifications:

- Must be UC Berkeley Undergraduate or Graduate student
- Strong writing and interpersonal skills required
- Organized, punctual, good communication skills (including ability to use diplomacy/discretion)
- Knowledge of Mac OS X computers, experience with Microsoft Office (Word, Excel, and PowerPoint.) Photoshop a plus.
- Ability to work in a diverse and active environment
- Must be able to work evening or weekend shifts (shifts are always within the following time frame: 4:30pm-10:30pm Mon.–Fri, or 9:30am-5:30pm Sat, Sun)
- 10-20 hours per week (varies)
- Ability to occasionally lift heavy objects
- Must be organized and have strong multi-tasking abilities
- Responsive to email by next business day
- UCPD Live Scan required
- Work Study preferred
- Knowledge and passion for ceramics, printmaking, darkroom photography, and/or arts administration is preferred
- Art enthusiast preferred

### Job Perks:

- To learn more about the mediums represented in the Studio, students are encouraged to enroll in Berkeley Art Studio Classes free of charge
- Regular outings/experiences for viewing and making art together

All applicants: submit cover letter and resume to [cdasupervisor@berkeley.edu](mailto:cdasupervisor@berkeley.edu) with the subject: Art Studio Assistant.

Pay Rate: \$16.25 per hour.