



# ARTICA STUDIOS ATTENDANT

## POSITION DESCRIPTION

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A creative team member who promotes and provides arts and crafts activities to the University community. The ARTica attendant assists customers with supplies and equipment for use in the area. In addition, the ARTica attendant preps online art projects for pick up. Other duties are handling sales, monitoring the safe use of the Ceramic Studio, Classroom, Studio and Darkroom spaces. The attendant creates a friendly, informative, customer-oriented atmosphere through interacting with customers and assisting them with their art projects.

## HUMAN RESOURCES DETAILS

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**Shifts:** 8-12 hours/week • Mornings, evenings, and weekends available

**Starting Wage:** \$14.00/hour

**Reports To:** ARTica Student Supervisor, Ceramic Technician, Assistant Director Programs/Recreation, Program Manager

## ESSENTIAL FUNCTIONS

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1. Accountable for issuing supplies for special art projects
2. Keeps all spaces clean and organized practicing safe maintenance procedures
3. Sets up the photo darkrooms for special activities, members, and mini courses
4. Assists the Ceramic Technician with special maintenance projects
5. Sets up spaces for Mini Courses and assist instructors if needed
6. Sells supplies for special projects and events
7. Annually enrolls in one Arts and Crafts Mini Course or Workshop
8. Assist customers using the grommet machine and other art equipment
9. Checks online project requests and preps for pick up
10. Manage accurate sales transactions including all membership registration, sewing machine rentals
11. Encourages participation in all artistic promotions and projects
12. Attend area meetings and Norris University Center orientation and training programs.
13. Performs other duties as assigned

## MINIMUM SKILLS AND QUALIFICATIONS

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- Current Northwestern University Undergraduate Student
- Creative interest with one or more of the following: ceramics, drawing, painting, photography and/or printmaking
- Good Customer Service skills from previous employment
- Conscientiousness regarding attendance and adherence to area procedures
- Work Study Preferred