Awakenings Studio Assistant Job Description

This is a brand-new position at Awakenings. Reporting to the Programming Coordinator, the Studio Assistant will be responsible for supporting Awakenings programs (art workshops, open studio time, virtual events, and some performances) and maintaining our art studio space. This will be hands on, people-facing, and sometimes creative role that allows for both independent and collaborative work. We are a small but mighty team and looking for someone who wants to grow with us.

Responsibilities fall into two categories: program support and art studio support.

Program support involves supporting the programming staff in the planning, execution, and evaluation of Awakenings programs, which are listed above.

- Planning
  - Identify supply needs for programs
  - Direct outreach to partners, community to encourage event sign ups
  - Coordinate with PC on volunteer needs
- Execution
  - Attend programs
  - Support workshop attendees and teaching artists
  - Open the studio space before events, set up the space
  - Close up the studio space after events, clean up
- Evaluation
  - Collect surveys and input data digitally

Art studio support involves supporting programming staff and taking the lead on the maintenance of our art studio.

- Install or deinstall artwork
- Support maintaining artwork collection
- Maintaining the readiness of the studio space for artmaking
- General maintenance like checking mail, voicemail, tidying, etc.
- Attend occasional meetings

Desired qualities

- Adaptable
- Excellent written and verbal communication skills
- Organized
- Enthusiastic for the mission
- Knowledge of art modalities and workshop settings
- Self-starter and comfort with independent work
- Comfort and desire to work with survivors

Time and compensation: This is a taxed, part-time position with a maximum of 20 hours per week at the rate of $23/hour.