



Position: Studio Apprentice

Classification: Full Time, Temporary, non-Exempt

Reports to: Director of Programs and Residencies

Hours:

- Average work week is 40 hours
- Regular Work Schedule: Tuesday to Saturday (9am-5pm); one evening per week (1pm-9pm); additional evenings required with adjusted schedule and advance notice.
- One full work day per week is reserved for studio time (at a mutually agreed upon day)

Housing: The Studio Apprentice is provided a private apartment with shared kitchen space in CC's Artist Residency house for the duration of the residency.

Position Summary

The Studio Apprentice reports to the Director of Programs and Residencies and is responsible for assisting with all aspects of Studio programming with a particular focus on the Wood Studio. The Studio Apprentice will actively participate in CC's day-to-day operations and be an essential member of the staff team. The Apprentice will reside in CC's Artist Residency house and be responsible for reporting any and all issues to the appropriate staff member.

Essential Functions and Responsibilities

Studio Environment

- Maintain a clean and organized Wood Studio at all times and assist with general Studio cleanliness and organization.
- Keep all Wood Studio equipment in working condition and ensure all tools and equipment are safe to use.
- Maintain working inventory of all Wood Studio consumables and order replacements as necessary and according to budget restrictions.

Studio Workshops

- Work with Director of Programs and Residencies to plan Wood Studio programming including communicating with potential workshop instructors and evaluating workshop proposals.
- Coordinate with Wood Studio workshop instructors to order all necessary materials for upcoming workshops.
- Prepare workshop materials neatly and ensure Wood Studio is set up for each upcoming workshop.

- Welcome students at the beginning of each workshop and check in periodically throughout the workshop.
- Send confirmation and follow-up emails to students in a timely manner
- Distribute and collect workshop surveys and input data into Jotform
- Maintain accurate records for all workshop attendees in shared documents
- Develop working knowledge of Eventbrite to access any needed workshop information and make updates as needed
- Prepare and send all Wood Studio instructor contracts
- Monitor Wood Studio Open Studio time. Maintain Open Studio calendar and track hours used
- Manage Rabbit Laser usage. Maintain Rabbit calendar and track hours used. Schedule twice annual Rabbit maintenance.

Group Programming

- Assist with group programming including evening coverage when needed (with advanced notice) and studio set up

Community Engagement

- Assist with all Community Engagement programs including evening coverage when needed (with advanced notice)

House

- Launder sheets and towels from weekend guests and place clean sheets and towels in bedrooms
- Maintain inventory of CC supplied cleaning supplies, toilet paper, etc. and notify the appropriate CC staff member when more are needed.
- Maintain general house cleaning schedule with residents and ensure house is being kept in an orderly fashion
- Serve as National Artists-in-Residence primary point of contact for any issues relating to the residency house

Qualifications

The organization seeks an artist working in the primary medium of wood. CC is looking for a self-motivated and hands-on artist/educator desiring to pursue a career in nonprofit arts education or as an artist instructor. The individual must work well in a team environment.

Requirements & Working Conditions

- Ability to provide own transportation to perform principal responsibilities

- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to 50 pounds
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

Compensation and Benefits

This position is compensated with a monthly stipend of \$2,100 + housing is covered. Other benefits include:

- Health Insurance Group Plan (following organizational policy)
- Workers' compensation
- Paid time off and paid sick days
- Discount in the Store
- Free off-site parking
- Access to Metals, Fibers, and Wood Studios
- Three (3) free workshops in the Studios (materials fees may apply)
- Up to \$500 to be applied to outside professional development opportunities

Selection Process

Criteria upon which candidates will be evaluated include quality of the essay and artwork, future promise (supported by recommendations), and education. Finalists will be contacted for a Zoom interview within two weeks following the application deadline.

Application

All applications will be submitted through an online portal and should include:

- Transcripts (official or unofficial) from all colleges/universities attended
- An essay indicating your goals, accomplishments, and how this apprenticeship will benefit your career in the arts
- Electronic images of your work; include 10-15 high-resolution images of your recent work
- Artist website (if available)
- Two professional references - with contact information - in the field who can attest to the applicant's dedication to contemporary craft, artistic excellence, potential as an educator, and maturity
- Resume/Curriculum Vitae

[Apply Here](#)

Please direct any questions to Allison Jones, Director of Programs and Residencies, at ajones@contemporarycraft.org.