

Position: Education Associate

Classification: Paid, Part-Time

Reports to: Senior Education Manager

Work Week

Average work week is 10-12 hours on site at Contemporary Craft, evening hours and occasional weekends.

Position Summary

The Education Associate supports the daily operations of the Contemporary Craft studios, including maintenance of tools and equipment, materials preparation for workshops, and support for staff, teaching artists, artists-in-residence, renters, students, and guests throughout the studios.

The Education Associate will occasionally serve as an in-person point of contact for CC's studio community, welcoming teaching artists and students to the studios for evening and Saturday workshops.

Key Responsibilities

- **Studio Tool Maintenance:** Assists in the maintenance of studio equipment across the Contemporary Craft studios (metals, fibers, and wood), including the repair and upkeep of tools and timely communication of issues to the CC studio team.
- **Studio Maintenance:** Helps maintain an organized and safe working environment in the studio, addressing issues and concerns with the CC Studio Team and initiating systems when needed.
- **Studio Material Coordination:** Orders and prepares materials for workshops and events. This includes tracking material inventory and creating systems for safe material management in the studios.
- **Hospitality:** Creates a welcoming environment for teaching artists, students, renters, artists-in-residence, and other visitors. Greets guests as they arrive and offers reasonable support to ensure a safe and accommodating experience.
- **Artist-in-Residence Liaison:** Assists with residency logistics, including artist arrival and departure, scheduling, communications, and general support throughout the residency. In coordination with program staff, helps connect resident artists with appropriate resources and studio support as needed.
- **Studio Transactions:** Processes and records onsite payments for workshops, rentals, and studio materials.

Qualifications

CC is looking for someone who is team-oriented with an interest and enthusiasm for learning about tools and materials across the Contemporary Craft studios. The ideal candidate will have experience working in one of the material practices that the CC studios



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support (fiber, paper, metals, blacksmithing, wood) and will have a curiosity and interest in working across studios in a supportive role.

Applicants should be comfortable working collaboratively and enjoy problem-solving, studio processes, communicating, and working with their hands.

Requirements & Working Conditions

- Ability to provide own transportation to perform principal responsibilities
- Active work that involves standing, walking, ascending and descending stairs and ladders, repetitive movements, and lifting and carrying heavy objects using team lifting techniques and other tools to do so safely
- Familiarity with studio machinery and willingness to operate power tools including within the woodshop (e.g. saws, drills) and metals (e.g. torches and kilns), and other common studio tools (some experience expected, with additional training provided as necessary).
- Ability to operate a computer and other office productivity machinery.

This job description is intended to describe the general nature and level of work performed. Duties and responsibilities may change as organizational needs evolve.

Salary and Benefits

Salary: \$18/hour for 10-12 hours per week

Other benefits include:

- Paid time off and paid sick leave package
- Discount in the Store
- Workshop benefits at Contemporary Craft and Pittsburgh Glass Center

Diversity Statement

Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, scholarship programs, and other administered programs and activities.

Selection Process

Applications will be reviewed on a rolling basis, effective immediately. Candidates will be contacted for interviews via email.



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How to Apply

Applicants should email a resume and three professional references to work@contemporarycraft.org. Please include the position title in the email subject line. Reference contact information will be requested from finalists.