Federal Work Study
Job Description Form

Job Title: Art Studio Work Study Student
Department or Organization: The Eric Carle Museum of Picture Book Art
Address (Off campus only): 125 West Bay Road Amherst, MA, 01002

Supervisor: Sara Ottomano
Office: Art Studio
Phone: 413-559-6329
Email: artstudio@carlemuseum.org

Designee: KeriAnne Gaffney
Office: HR
Phone: 413-559-6300
Email: kerianneg@carlemuseum.org

General Job Description:
Part-time team member who helps maintain and facilitate art projects with museum guests of all ages.

Detailed List of Duties:
Work Study students work within a team to welcome guests to the Art Studio space, prepare art materials, and maintain a clean, safe space. Work Study students report to the Art Educators and work to support the Art Studio values: to provide a highly accessible space, to celebrate materials through open-ended exploration to promote collaboration, and pursue an environmentally sustainable practice.

Opportunities for Advancement: Please list those duties an employee can expect to learn in terms of job growth, if rehired.

Work Study students will learn the educational approach within the studio, acquire knowledge around art materials, and strengthen confidence in working with the public. Capacity and programming willing, we also encourage students to propose projects to facilitate for the public in collaboration with the Art Educators.

Responsibility Involved: Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.

Work Study Students work collaboratively to serve the public and provide encouragement for artmaking. Students work with a variety of art materials and help maintain health and safety protocols. Students do not work with any confidential information.

Skills and/or previous experience desired:
Interest in art, early childhood education, art education and/or museums, customer service experience and enthusiasm for working with people.

Amount of supervision required: ☑ Regular ☐ Occasional ☐ Minimal
Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):
8-10 hours per week, one weekday shift and one weekend shift required

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:
Sara Ottomano
Art Educator
September 16, 2021

Print Name of Supervisor
Title
Date

Please return completed form to drosado@hcc.edu