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**Federal Work Study  
Job Description Form**

**Job Title:** Art Studio Assistant

**Desired No. of Hires:**

**Department or Organization:** Arts & Humanities – Visual Arts Department

**Address (Off campus only):**

**Supervisor:** Kim Hicks

**Designee:** Adero Willard

**Office:** Donahue 370

**Office:** Classroom Fine & Performing Arts 325

**Phone:** (413)552-2279

**Phone:** (413)552-2492

**Email:** [khicks@hcc.edu](mailto:khicks@hcc.edu)

**Email:** [awillard@hcc.edu](mailto:awillard@hcc.edu)

**General Job Description:**

Assist with the maintenance, cleaning, stocking, and monitoring of the ceramic art studio and other Visual Art department classrooms.

**Detailed List of Duties:**

The Art Studio Assistant works in the Visual Art department, with specific focus on the ceramics studio. Duties include restocking art materials, cleaning surfaces, vacuuming, mopping, recycling clay, cleaning studio equipment, maintaining slop sinks, monitoring the room during lab hours, and assisting in regularly scheduled studio inventories and a full studio clean ups. Depending on the level of experience, the Art Studio Assistant may also assist faculty or technician in the loading and unloading of kilns. The schedule of jobs from week to week will change based on the needs of the Visual Art department.

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

The Art Studio Assistant will learn and apply skills and tasks that relate to the maintenance and running of a visual art studio, with specific focus in ceramics. These skills are directly applicable to careers in visual art, either in an academic setting or as a self-employed artist.

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

The Art Studio Assistant works with the Ceramics Technician, and is responsible for reporting misuse of classroom equipment or violations of safety practices. Training in facilities maintenance and safety protocols will be provided.

**Skills and/or previous experience desired:**

Experience with ceramics, cleaning, or inventory is useful but not necessary for this job. We are looking for candidates who are hardworking, can follow direction and receive feedback in a professional manner, commit to a weekly schedule, and have good interpersonal skills. Applicants must also be able to be on their feet during scheduled work hours, lift heavy objects, vacuum, mop, refill mop buckets, and work hands on with the upkeep of clay.

**Amount of supervision required:**

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** Must be able to work Monday and Friday, or Wednesday and Friday.

**How to Apply:** Please email Adero Willard at [awillard@hcc.edu](mailto:awillard@hcc.edu) to set up an interview. Be ready to bring your school schedule and your Federal work study award letter to your interview.

**Completed and Submitted By:**

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*Print Name of Supervisor*

*Title*

*Date*

***Please return completed form to [skapinos@hcc.edu](mailto:skapinos@hcc.edu)***