



Job Title: Printmaking Studio Assistant
Hours per week: 20
Number of positions: 1
Length of Employment: August 17, 2020 – May 14, 2021
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Neal Ambrose-Smith
Method of Contact: nsmith@iaia.edu and txt 505-239-2806
Department Name & Code: Studio Arts 177
Location: academic building print studio and online

Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Studio and online print canvas class management

Job Description/Responsibilities: Manage IAIA Printmaking studio email account
manage online scheduling of open studio hours for Printmaking Studio
weekly Check of studio teaching materials and supplies
Canvas technical support and online teaching assistant with printmaking classes

General Qualifications: Working knowledge of monotype, etching, relief, serigraphy, photopolymer and lithography. Working knowledge of digital and photo processes with a printmaking emphasis. Working knowledge of canvas.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).

