



Job Title: Jewelry Studio Assistant
Hours per week: 15
Number of positions: 2
Length of Employment: September 23, 2020 – December 11, 2020
(Academic progress must be met every semester to continue)

Pay rate: \$8.00
Supervisor Name: Brian Fleetwood
Method of Contact: bfleetwood@iaia.edu
Department Name & Code: Studio Arts 175
Location: ACABDG Jewelry & Online
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: The Jewelry Studio Assistant is responsible for general maintenance of the studio, monitoring open studio hours, and assisting Jewelry Faculty with classroom projects, samples, and fabrication.

*Due to the current pandemic, this position may be predominantly remote

Job Description/Responsibilities:

- Monitor studio during open hours (this is flexible, taking into consideration the pandemic)
- Will need to monitor and maintain studio consumables
- General supply management and notifying faculty when low
- Help with studio signage and organization
- Assisting in fabrication for studio projects and classroom demos and samples

General Qualifications:

- Must have taken Intermediate Jewelry or equivalent experience
- Must have general knowledge of studio maintenance and safety
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.

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