



Job Title: MFA in Studio Arts Assistant
Hours per week: 40
Number of positions: 2
Length of Employment: April 24 - May 5, 2023

Pay rate: \$11.50 /hr
Supervisor: Mario Caro
Contact: dawndoubleblaze@iaia.edu
Department Name & Code: MFASA 182
Location: IAIA campus
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

The MFASA Assistant is a key position for the MFA in Studio Arts program by helping ensure the successful planning, execution, and maintenance of the Graduation Exhibition Residency Program.

Job Description/Responsibilities/Abilities:

The MFASA Assistant will assist staff and faculty in implementing the programming for the Graduation Residency, which will take place on the IAIA campus, as well as other sites throughout Santa Fe and surrounding areas, during the week of the MFASA Graduation Residency. In addition, MFASA Assistant will/may be:

- Expected to work some evenings/weekends.
- Working with tech equipment including laptop/computer, digital camera, camcorder, sound equipment, visual projector, other equipment needed.
- Aiding staff with installation of art work.
- Assisting faculty and staff in other various functions of the MFASA department.

General Qualifications:

Example(s):

- Creative problem solver
- Team player
- Good communication skills
- Physical Demands: able to sit, stand for long periods of time, and lift and lower 50lb or more
- Knowledge of general office equipment
- Must be able to research and provide accurate and creative solutions to customer issues
- Ability to work with limited supervision and often independently
- Ability to stay focused, on task, and always display a high level of professionalism
- Ability to work pro-actively and cooperatively with Staff, Faculty, and Students
- Must be available evenings and weekends



Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.