Arts Annex Studio Manager

Description
Arts Annex Studio Managers will maintain professional art studios for students using the Arts Annex and artists teaching DukeCreate Workshops. Managers will specialize in photography, screenprinting, painting, or ceramics. Managers will develop their expertise in a chosen art medium and work closely with teaching artists.

The Arts Annex is open Sunday through Thursday 10am to 12am and Friday and Saturday 10am to 8pm

Benefits
• As a Studio Manager you will learn how to manage a professional art studio.
• You’ll develop a deep technical knowledge and understanding of the art-making process.
• You will work closely with local artists teaching the workshops and become acquainted with the local art community.
• Ability to design and execute your own creative projects related to personnel interest.
• Participate in leadership training and skill development as a member of the UCAE student employee team.
• $9.00 per hour; 5-10 hours per week.
• *5 additional hours are available to current Arts Annex employees.

Qualifications
• Work study.
• Strong oral and written communication skills and the ability to communicate with other team members.
• Positive attitude and work ethic
• Ability to professionally hold peers accountable to follow Arts Annex policies and procedures
• Ability to excel in a team-oriented environment as well as an ability to work independently
• Desire to be creative and innovative
• Willingness to work evenings as well as weekends
• Available for 5 to 10 hours a week
• Ability to be reliable and communicate by deadlines
• Ability to demonstrate strong organization

**Arts Annex Employee Expectations and Etiquette**

**Position description:** Student workers will operate as ambassadors of UCAE first and foremost. As Arts Annex employees, your main tasks are to assist students in using the arts annex supplies as well as the different studios. You will help to assure the inventory system as well as the supplies are in proper order and in good working order. You will assist in holding students accountable to the standards of the Arts Annex when using studios. You will also provide office and logistical support for the Arts Annex and its patrons. The Arts Annex is a unique place to work creatively while assisting students in their artistic endeavors. It is an opportunity to shape a unique student centered space on campus.

**Duke arts annex Hours of operations:**

Sunday through Thursday 10am to 12am
Friday and Saturday 10am to 8pm

**Expectations and responsibilities:**
- Swipe in and out at the appropriate times
- If late call Watts (919) 613-0348 or (919) 6135116 to communicate. Also send an email to elaborate on reason.
- If unable to work shift, it is your responsibility to make an effort to fill your shift. *(Please see Time and attendance section in manual)*
- **Answer the phone** as a representative of UCAE. *(Example: Hello this is the Duke Arts Annex, how may I help you?)*
- Wear shirt, name tag, and post profile on board per every shift
- If you miss a swipe, put in request then email Watts and Caitlin so they know about it.
- Brew coffee starting at 6pm and cut light up sign on to indicate coffee service is there for students
- Make sure coffee corner is clean, sanitized and not left sticky
- Walk through at start and end of shift while communicating to fellow staff members by filling out shift report and putting useful information for the next employee. *(Useful information includes things, which I would need to know facility related like leaks or issues related to restrooms. Basically any issue that happened within your shift or you feel would be useful for the next person who works to know.)*
- Make sure front desk remains clean, neat, and organized so all staff have a clean environment to work in
- Make sure coffee pots are clean, sanitized and left empty except for fresh brewed pot
- Provide administrative and logistical support to Arts Annex patrons
  - Greet visitors, sort files, field questions about space reservations and Arts Annex programming, distribution of marketing material, assist with execution of Arts Annex programming
- Assist with enforcing policies both UCAE and Arts Annex. *(See Website for updated policies)*
- Promote awareness of the Duke arts community as well as foster community among the students, staff, faculty, and visitors in the Arts Annex

- Maintaining noise control

- Participate in staff trainings as well as UCAE student employee functions and retreats.

- Serve as a member of UCAE student staff

- Other duties as assigned

**Benefits:**

- Unique opportunity to shape and provide input on the development of the Duke Arts Annex

- Ability to design and execute your own creative projects related to personnel interest

- Participate in leadership training and skill development as a member of the UCAE student employee team

- Pay rate is $9.00 per hour; usually each position works 6-10 hours per week

**Qualifications:**

- Work study

- Strong oral and written communication skills and the ability to communicate with other team members

- Positive attitude and work ethic

- Enthusiasm and pride for Duke university
- Ability to excel in a team-oriented environment as well as an ability to work independently
- Desire to be creative and innovative in their work
- Ability to professionally hold peers accountable to follow Arts Annex policies and procedures
- Experience in word and excel (great if you have Photoshop skills or graphic editing skills)
- Willingness to work evenings as well as weekends
- Available for 6 to 10 hours a week
- Ability to be reliable and communicate by deadlines
- Ability to demonstrate strong organizational skills