

UC Berkeley Art Studio

Berkeley Art Studio

Studio Assistant

Berkeley Art Studio Overview

The Berkeley Art Studio is a hub of campus creativity. Studio registration is open to UC Berkeley students, faculty and staff, as well as the entire community. We offer classes in ceramics, photography, drawing, painting, design, textile arts and printmaking.

To learn more, visit artstudio.berkeley.edu

Job Overview

The Studio Assistant plays a key role in supporting the operations of the Berkeley Art Studio. The role assists customers with their requests and provides basic support to instructors teaching classes in the art studio. The assistant will be responsible for opening or closing duties during their shift as well.

Studio Support

- Learn the functions of the entire Art Studio, and perform basic staff duties and responsibilities for all sections, including photography, ceramics, printmaking, textile arts, painting, and drawing
- Maintain a clean studio, observing and enforcing all safety and general rules of the Art Studio
- Set-up and breakdown of the Art Studio's photography darkroom
- Regular ceramics studio maintenance tasks such as washing aprons and ware boards, organizing supplies
- Responsible for opening and closing procedures, including cleaning the ceramics studio and securing the Art Studio
- Assist with artmaking experiences as needed, such as the Holiday Pop-up Shop & Cal Day events.

Customer Service

- Handle all cash register procedures, selling art supplies
- Answer phones, check and return voicemails, and manage Art Studio's email inquiries
- Register students for classes and membership
- Answer students' questions about the Studio and its offerings
- Assist instructors in class nightly setup

Administrative

- Assist in maintaining the Art Studio's database
- Assist with graphics and advertising
- Assist Art Studio professional staff with a variety of administrative tasks

Building Operations

- Act as "eyes and ears" for the Student Union (SU).
- Understand the safety routes and practices at the SU and surrounding areas.
- Provide coverage for stationed staff, as needed.
- Back-up support for professional and student staff.

Additional

- Other duties as assigned

Expectations

- Be responsible with staff privileges, including the use of equipment and access to restricted spaces
- Maintain confidentiality and objectivity in all matters related to the center's business, clientele, and staff
- Work all assigned shifts or arrange with supervisor to make up at another time; accurate and transparent reporting of time worked.
- Responsive to email by the next business day

Qualifications

- Current full-time student at the time of employment with good disciplinary and academic standing
- Proactive approach to projects and eagerness to support, enhance, and connect the arts community at UC Berkeley
- Knowledge and passion for ceramics, printmaking, darkroom photography, and/or arts administration are preferred. Art enthusiasts preferred.

- Ability to communicate effectively and maintain positive peer relationships with people from diverse backgrounds, both in writing and in person
- Dependable and attentive to detail
- Friendly and approachable
- Must be available to work evening or weekend shifts. Shifts are within the designated time frame: Mon-Fri, 4:30pm-10:30pm, Sat 11:45am-5:30pm, Sun 9:30am-5:30pm
- Work 6-15 hours per week and must be available to work at least one Summer Break and be able to work RRR/Finals week.
- The ability to lift, push, pull at least 25lbs.
- Must be organized and have strong multitasking abilities

Pay: \$19.18

I acknowledge that I have received a copy of my job description and that my supervisor has reviewed it with me.

Student Full Name (print) Signature _____
Date

Career Staff Supervisor, Signature _____
Berkeley Art Studio (print) Date