

# Studio Associate

The Delaplaine Arts Center ([delaplaine.org](http://delaplaine.org)) is seeking a dependable and self-motivated individual interested in visual arts education to assist in the operations of our visual arts courses as a Studio Associate.

## The Delaplaine Arts Center

The Delaplaine Arts Center is an active non-profit visual arts center providing the Frederick region with educational opportunities and experiences in the visual arts through classes, exhibits, and programs. Our vision is “Everyone deserves art!”

We offer classes and workshops each year in a variety of media for all ages and skill levels over four semesters throughout the year.

## Chief Objectives of the Position

The Studio Associate is responsible for the maintenance of studios and instructional supplies, including setting up studios for course sessions and cleaning and preparing for the next course.

This is a part-time (10 hours per week), on-site position. The schedule for this position can be flexible, it but must align with courses’ needs and schedule.

The Studio Associate reports to the Director of Programs and works closely with the Instruction Manager.

## Responsibilities

- Cleaning and resetting studios after / in preparation for course sessions, including rearranging tables, chairs, and equipment as needed; sweeping and/or mopping; wiping down counters and sinks; washing and putting away supplies and setting out supplies for upcoming course sessions
- Keeping supplies well organized
- Working with the Instruction Manager to restock supplies as needed
- Laundering aprons, rags, etc. onsite as needed
- Regular maintenance checks of studios and studio equipment

## Qualifications

- High school diploma or GED

- Self-directed, dependable, energetic, highly motivated, and outcome-oriented
- Able to work both independently and as a member of a team
- Able to identify potential improvements and make those improvements either independently or in consultation with more experienced staff
- Able to prioritize and multi-task and to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Able to lift 25 lbs.

The ideal candidate will also have experience working in an art studio setting, previous studio assistant experience, and/or education or experience in visual arts education.

## Terms of Employment

\$15.50 / hour

This position does not include health or retirement benefits or paid leave. A stipend for parking in the public garage next door is available.