

## **JOB DESCRIPTION**

Title: Jewelry/Metals Studio Monitor (Evening shift)

Department(s): Education

Reports to: Jewelry/Metals Studio Manager

Part-time: 4.5-9 hrs/month

## **JOB SUMMARY**

J/M Studio Monitors are a team of experienced artists who supervise and assist students working on class projects during Studio Friday. Studio Monitors also perform regular studio and equipment maintenance tasks. Studio Monitors are supervised by the Monitor Coordinator and report to the J/M Studio Manager.

## **REQUIRED**

- Must not be otherwise employed at Pratt Fine Arts.
- Basic knowledge of jewelry/metals-related topics, trends, processes and skills
- Meets the qualifications to be a Studio Artist through Pratt's Studio Access Program
- Availability for at least two 4.5-hour shifts per month on Fridays between 4:30pm and 9pm
- Ability to make a minimum 6-month commitment
- Ability to clearly communicate technical information to students of all levels
- Tact, sensitivity, and a positive demeanor
- Patience, flexibility, and a sense of humor
- Punctuality, reliability, and organizational skills
- Comfort working independently or as part of a team
- Ability to lift up to 50lbs and perform routine maintenance tasks in an environment that includes various dusts and chemicals
- Responsiveness by email
- "By-the-book" adherence to Pratt policies and J/M studio safety procedures
- Commitment to fostering a universally welcoming and respectful environment in keeping with Pratt's Code of Conduct and Racial Equity initiative

## **DESIRED**

- General availability on Fridays between noon and 9pm
- Six or more months of active participation in the J/M Studio through Pratt's Studio Access Program
- Customer service or conflict management experience
- Participation in wider jewelry/metals or craft communities

## **COMPENSATION / BENEFITS**

- \$15 per hour for scheduled shifts; monitors are hired as employees and Pratt pays the employer's share of employment taxes.

- On a Friday that he/she is scheduled to work, a monitor may use the studio (per their Studio Access Program agreement) before or after that shift, between 9am and 10pm. Monitors should not do personal projects while on shift.

**TO APPLY**, please send the following to Julia Harrison by mail (Pratt Fine Arts Center, 1902 S Main St, Seattle WA, 98119) or email ([jharrison@pratt.org](mailto:jharrison@pratt.org)):

- Cover letter describing your interest and qualifications
- Resume
- 2 embedded images of your jewelry or metalsmithing work
- Contact information for 2 professional references

**DEADLINE:**

Applications must be received by 5pm PDT on Friday, April 19<sup>th</sup>, 2017.

**Questions?**

Contact Julia Harrison, J/M Studio Manager, [jharrison@pratt.org](mailto:jharrison@pratt.org), 206-328-2200 x233.