

STUDIO Assistant

Studio Assistance Program

Organization Synopsis:	Arts on the Block (AOB), the only organization in the Washington, DC area offering youth the opportunity to learn about the intersection of art, design and business by engaging them in real world art projects. Since its founding in 2003, Arts on the Block's mission has been to empower creative youth to imagine and shape fulfilling futures and contribute to the quality of life in their communities. AOB achieves its mission by providing experiences in the arts, educational guidance and job readiness skills geared to their unique capabilities. Our target audience is young people ages 11 to 21, the majority of whom live and attend school in Montgomery County, Maryland.
Position Synopsis:	This is a part-time position that supports the Studio Manager as part of a Studio Assistance Program. The Studio Assistance Program is a next-level program for former PYAO apprentices who have aged-out of the flagship program, but still wish to contribute artistically to an ever growing demand for AOB-generated art works. The candidate is ideally a former PYAO apprentice. A Studio Assistant needs to be a dependable, self-directed individual who is able to produce high-quality retail and commissioned visual art projects.
Work Site:	AOB studio located at 4218 Howard Avenue, Suite 3A in Kensington, MD.
Hours:	Part-time, year long , and based on available projects and funds. Starts as soon as possible. Hours are flexible, but potentially during day or afternoons, M-F. Must also be available for planning sessions, trainings and meetings.
Direct Supervisor:	Studio Manager
Salary:	MD State minimum wage - \$11.50/hour (where applicable). Non-paid can receive SSL hours.
Duties/ Responsibilities:	<ul style="list-style-type: none"> ● Help design and manage all aspects of commissioned or retail projects, including client meetings, well conceived designs, budgeting and final products; ● Maintain a safe, clean and neat studio environment; ● Assist with maintaining and organizing studio inventory; ● Help document project progress and completed artwork; ● Assist in the preparation for open houses, exhibitions and/or other events; ● Assist Studio Manager with guests and clients; ● Help manage and/or contribute to social media efforts; ● Other duties as assigned.

Minimum Qualifications:	<ul style="list-style-type: none"> ● High school graduate, GED (or progress towards one), or equivalent; ● Demonstrated interest in an arts related field; ● Experience working with a diverse population of teens or young adults; ● Demonstrable interpersonal skills working with a diverse population of employees, customers, managers, vendors, partners and the general public.
Desirable Qualifications:	<ul style="list-style-type: none"> ● Great interest and pursuits in an art related field; ● Experience with mosaics and other visual arts materials; ● Experience interfacing with commissioning clients, and creating client presentation materials using Photoshop, InDesign, and/or other software; ● Competence with both Apple and Microsoft operating systems; ● Experience as a former PYAO apprentice or equivalent; ● Fluency in Spanish language a plus.
<p style="text-align: center;">Please send cover letter and résumé to cevans@artsontheblock.com with “Studio Assistant” in the subject line. Applications will not be accepted by mail.</p>	
<p style="text-align: center;">Arts on the Block does not discriminate on the basis of race, color, religion, sex, national origin, disability or sexual orientation.</p>	