



**Position Title:** Production Assistant, part time/ temp

**Deadline:** Open until filled

**Position Classification:** Part time, hourly; non-exempt

**Position Summary:** Assist in the production and assembly of frames across departments and the maintenance of the studio facilities

**Duties:**

- Carefully handle artworks and frame components
- Build components and sub-assemblies
- Keep facility clean and organized
- Preparing wheat paste
- Gluing, sanding, and basic finishing
- Cutting mat board and plastics on wall-mounted cutter
- Drive to suppliers and subcontractors
- Review inventory
- Receive deliveries
- Assist in studio improvements
- Other duties, as assigned

**Desired Skills and Abilities:** Read a ruler accurately. Good manual dexterity. Ability to organize time and space and work efficiently. Care in handling fragile objects. Ability to solve problems. Ability to read and use spreadsheets. Ability to work closely with another person and take instruction.

**Tools of the Trade:** We will train the production assistant to utilize a variety of hand-held tools and equipment in a capable, professional, safe and consistent manner to include the use of a cordless drill and driver, vices and clamps, chop saw, and table saw, and others.

**Desired Experience and Education:** Education or experience in art, art handling, wood working, book-making, print-making, photography, or fine art framing.

**Physical Demands:** Occasional lifting of up to 30 pounds. Work requires bending over a standing table with a height of 38-42 inches for up to 3 hours at a time. Reaching is occasionally required at standing table height.

**Pay, Hours and Benefits:**

- Starting at \$22.47hr
- 32 hour work week: Tuesday - Friday 10-6
- 1 hour paid lunch, and 15 minute paid afternoon break

**To Apply:**

- Email [info@paradiseframingla.com](mailto:info@paradiseframingla.com) with the subject heading Production Assistant , part time/temp
- Put your cover letter in the body of the email
- Attach a pdf of the cover letter and your resume