



Position Title: Production Associate/Coordinator, Fine Woodworker

Position Classification: Hourly; non-exempt

Location: Los Angeles, 90043

Position Summary: The occupant of this position will fabricate and finish closed-corner frames for fine art clients. They will be able to identify areas for improvement in production management and make recommendations, implement improvements and participate in research and development of new techniques for production and increasing profitability. Paradise Framing has a collaborative structure and culture. The occupant of this position will work collaboratively with all other team members in the company. The ideal candidate for this position will have several years of fine woodworking experience in precision environments such as framing & furniture making and will be as excited by sharpening chisels by hand in the morning and designing for CNC machinery in the afternoon. Paradise Framing is a queer-friendly, anti-racist, anti-sexist workplace.

The ideal candidate will have the following values:

- Attention to detail
- Love of teamwork
- Creativity
- Curiosity
- Humility
- Kindness
- Lightheartedness
- Ability to admit to making mistakes

Essential Duties:

- Read a ruler and measuring tape accurately and think in 1/32inch fractions
- Safely and competently use and maintain shop machines and power tools including chop saw, table saw, power sanders, and cordless drills
- Use specialized shop and hand tools including Morso mitre guillotine, Festool Domino joiner, and dovetailing machine
- Execute basic and complex wood joints including mitres, lap joints, mortise and tenon, splined mitres, locking mitres, dovetails, box joints, etc..
- Design and troubleshoot new frame corner solutions
- Document best practices
- Work with designer on special projects
- Finely sand and finish wood with hand-applied finishes
- Drive to suppliers and subcontractors
- Review inventory
- Fill out new work orders
- Order materials from vendors
- Receive deliveries
- Maintain close attention to detail while engaged in repetitive tasks

- Perform tasks with minimal direction and observation
- Carry out instructions furnished in written, oral, or diagram form
- Demonstrate good time management
- Keep personal workspace clean and organized and help with overall facility upkeep
- Assist in studio improvements
- Participate in the hiring and managing of assistants
- Run production side of the studio in the absence of the owner
- Participate in research and development of new techniques for production and strategies for increasing sales
- Ensure quality standards are consistently and efficiently met
- Update production checklists regularly
- Work with other production and operations staff to complete jobs in a timely and efficient manner
- Other duties as assigned

Required Competencies:

- Communication proficiency
- Organizational skills
- Time management
- Process improvement
- Decision making
- Quality management/control
- Excellent mathematics and measuring skills
- Teamwork

Preferred competencies:

- Computer-aided design and 3d modeling, fusion 3d, mach3
- CNC operations, shaper origin, zenbot CNC
- Proficiency in a variety of hand-applied finishes for hardwoods
- HVLP applied finishes
- Wood carving experience
- Tool tuning ability

Tools of the Trade: Must be able 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, Morso guillotine, wall mounted multi-material cutter, among others. Experience with CNC routing production and software as well as Sketchup preferred.

Required Experience and Education: Minimum four (4) years of experience in a highly skilled woodworking facility, furniture manufacturing company, fine art framing at an art museum or a high-quality closed corner framing studio. Bachelor's degree desired with specific coursework in art, experience in art handling, woodworking, book-making, print-making, or photography, or an ongoing fine art or craft practice is preferred. Applicants in a second stage of the application process will be asked to submit a portfolio of relevant work.

Physical Demands: Occasional lifting of up to 60 pounds. This position is active and will require standing, walking, bending, kneeling, stooping and crouching. This job requires working over a standing table with a height of 38-42 inches for up to 3 hours at a time. Reaching is also occasionally required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Manual dexterity is essential.

Compensation, Hours and Benefits: Compensation for this position starts at the associate level at 27.82/hr at the associate level and up to 33.17 at the coordinator level and is commensurate with experience. We value the time of our employees. This position is for a 32 hour work week. Our current hours are Tuesday through Friday 10-6, lunch

hour and afternoon break are paid. There are 4 weeks of paid vacation per year, 3 paid holidays, 48 hours of paid sick leave, healthcare with a \$200 month company contribution, and a simple IRA retirement savings plan with company matching up to 3% of annual salary.

To Apply: Send an email with the subject heading "Production Associate/Coordinator, Fine Woodworker" a letter of interest in the body of the email and a resume attached to info@paradiseframingla.com

This position is opened until it is filled.