



**Position Title:** Frame fitting production assistant, part time

**Deadline:** Open until filled

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

**Position Summary:** Assist in the mounting of artwork and the assembly of frames

**Duties:**

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

**Desired skills & proficiencies:**

- Frame fitting experience
- Photography, printmaking, or bookmaking experience
- Art handling experience
- Read a ruler accurately
- Have good manual dexterity
- Ability to organize time and space and work efficiently
- Ability to solve problems
- Ability to read and use spreadsheets, diagrams, and work orders
- Ability to work closely with another person and take instruction

**Qualities that will help you succeed:**

- Being a good team player
- Being thorough and organized
- Taking initiative
- Resilient, positive attitude
- Passion for learning and mastering new skills
- Having an interest in art

**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 wage between \$22.47-26.39 hr commensurate with experience.
- 16-24 hours per week to start with an opportunity to grow into full time.
- 1 hour paid lunch, and 15 minute paid afternoon break

**To Apply:**

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