



Position Title: Woodshop production assistant, part-time

Deadline: Open until filled

Position Classification: Part time, hourly; non-exempt

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

Duties:

- Gluing, sanding, and basic finishing
- Build components and sub-assemblies
- Carefully handle frame components
- Keep facility clean and organized
- Drive to suppliers and subcontractors
- Review inventory
- Receive deliveries
- Assist in studio improvements
- Other duties as assigned

Desired skills & proficiencies:

- Woodworking 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
- Thorough and organized
- Taking initiative
- Resilient, positive attitude
- Passion for learning and mastering new skills

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 with the subject heading Administration and registration assistant , part-time
- Put your cover letter in the body of the email
- Attach a pdf of the cover letter and your resume