



VSC Sculpture Assistant

Non Exempt/Part time

Job description

The VSC Sculpture Assistant assists with general organization, operation, and maintenance of sculpture buildings and equipment. Working directly with the Sculpture/Operations Manager, providing assistance to residents and staff using sculpture equipment and materials on weekend and vacation hours when the Manager is not present. During this time the Sculpture Assistant provides technical guidance and supervision for all those using VSC shop equipment and helps with the safety, security, and proper disposal of waste within the sculpture studio buildings in partnership with Facilities & Operations teams.

Major Duties:

The Sculpture Assistant will provide assistance to the Sculpture/Operations Manager and VSC residents using facilities with:

- Safety, security, and environmental aspects of studio and hazardous waste disposal;
- Maintenance, inventories of supplies, tools and other materials.
- Maintaining SDS binders and maintenance of OSHA records and documents.
- Maintaining appropriate labeling and signs; keep supply closets organized.
- Helping residents move studio furniture, shop equipment, tables, and artwork to other locations when reasonable.
- Ensuring that tools (non-powered and powered) are in proper working order, and help to arrange for maintenance as needed.
- Loading, unloading, conduct firings, and maintain kilns when needed
- Conducting tours of VSC to prospective residents and friends of VSC
- Training work study students to assist with tasks arranged by the Sculpture/Operations Manager
- Additional duties as assigned

Requirements:

- Experience in an art studio and/or academic art environment with knowledge of both two and three-dimensional tools, art forms and materials.
- Experience using, maintaining and repairing stationary and hand-held sculpture tools is required.
- Competency in carpentry, welding, carving, ceramics and sculptural construction. The ability to work closely with residents and staff while providing them with technical assistance in the sculpture shop.

- Ability to lift, bend, stretch, reach, and climb ladders; lift up to 50 pounds.
- Valid Driver's license / driving record that is free from excessive motor vehicle violations within the last three years.
- Flexible schedule and ability to work weekends to accommodate coverage while the Sculpture/Operations Manager is away on vacation.
- Ability to maintain egalitarian working atmosphere among VSC residents, be available for questions, and foster high morale among residents
- Creativity in problem-solving with staff, or taking on new projects

The selected candidate will have the ability to work independently and anticipate needs with excellent organization and communication skills while working with a positive attitude in an environment with high levels of activity where unanticipated issues arise and must be resolved.

Eagerness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.

Please submit a resume/CV and cover letter (doc or pdf) outlining your experience to: Harlan Mack, Operations Manager, at sculpture@vermontstudiocenter.org.

Application review begins immediately; open until filled.