



## Job Description for Summer Intern

**2010 Schedule: Starting date is May 5, 2010 and ending date is October 8, 2010.**

**Status:** Part time (*approximately 35 hours per week*), temporary (*approximately late May to September*), stipend and housing provided

### **Responsibilities:**

#### *Summer workshop program support:*

- Greet arriving instructors, the evening before their workshop, and assist them in getting settled in their residence if they have not been to Sitka in the past.
- Assist instructors, as needed, in setting up equipment, tables, and chairs for workshops. Some teaching assistance may be required.
- Supervise parking for workshop students and visitors, and assist handicapped students who may need help unloading/loading supplies.
- Introduce the instructor and Sitka to workshop participants on the first day of the workshop. Welcome includes details about recycling, restroom location, and student participation in coffee making and studio clean up at workshop's end.
- Collect students' written evaluations from studio after the workshop.
- Greet any visitors and inform them of events and activities.
- Photo document workshops for web and print publications.
- Supervise and assist with student clean up at end of workshop.

#### *Facilities maintenance:*

- Maintain wood stove fire, if necessary (includes splitting wood).
- Set up coffee, tea water, and snacks for workshops.
- Wipe down sinks and check to see if restrooms are clean and stocked with paper products.
- Clean as necessary if housekeeper is not available. Make sure there are no 'science projects' in refrigerators.
- Keep classroom areas neat (floors, trash, counters, sinks) and storage areas organized.
- Assist housekeeper with laundry as necessary (see below) and with any necessary cleaning of instructor residences in absence of housekeeper.
- Launder sheets/towels as necessary so that residences are ready when next instructor arrives.
- Help with grounds maintenance as needed.

#### *Business office support:*

- If time allows and there is need, assist in the business office with registration, phone, computer data entry, filing, and mailings.

### **Benefits:**

- Housing provided; all utilities covered by Sitka, with the exception of long-distance.
- An \$1100/month stipend for months worked (part of May, June, July, August, and September)
- Participation in any summer workshop (as time and space allow) at no charge
- Food and transportation are not provided.

### **Qualifications:**

- Someone who is self-directed and enjoys learning and problem solving will enjoy this position.
- A positive attitude, customer service skills, and the ability to interact with the public on a daily basis are essential.
- Experience as a teaching assistant and familiarity with studio materials/processes are helpful but not required.
- The current position requires that you must be physically able to lift, chop wood, and go up and down stairs.
- Must have own transportation; work-related mileage is reimbursable.