

Job Title: Studio Assistant
Part-time 20 – 32 hours per week

Responsibilities:

- Assist in customer service including greeting clients, answering the telephone and scheduling appointment.
- Assist in production including printing photos, packaging photos, and uploading photos to our website.
- Assist photographers in shooting assignments as needed, including preparing the camera rooms, checking equipment and lighting, assisting with outdoor photography and helping clients to look their best.
- Other general office work as needed.
- Availability to travel to local high schools when needed to assist photographers.
- If interested, some studio portrait photography after training.

Skills Needed:

- The ability to work well with many kinds of people. Customer service is a large part of the job.
- A cheerful, positive attitude.
- Good computer skills – experience in Adobe Photoshop and Adobe Lightroom a plus.
- An interest in portrait photography.
- Additional photographic skills including experience with portraits is helpful.
- We will provide training as needed.
- You **must** have your own reliable transportation.

Schedule:

- Variable but will range from 20 - 32 hours / week. Year-round work with a lighter schedule in the winter and early spring.
- Weekend work will be required (Friday evenings and Saturdays depending on the time of year). You must be available to work during a subset of our studio hours, including Tuesday evenings until 7 pm. See our website for our hours.

Remuneration:

- Starting hourly rate is \$13 - \$14 per hour depending on experience.
- Paid sick / personal days available after 30 days employment.
- Paid mileage when work travel is required.
- 7 paid holidays per year (1/2 day pay for part time).
- Paid vacation time after 1 year of employment.