

# Santa Fe Workshops

## Studio Assistant:

The responsibilities of this position are carried out with the support of the Director of Operations and Operations Associate in alignment with the Studio Coordinator. However, the nature of the day-to-day studio experience makes this position quite similar to that of the Studio Coordinator. This individual must have experience working in commercial photographic studio environments as well as leadership qualities, taking initiative, and being well organized and resourceful.

This contract position includes "Prep Week" and "Clean-Up Week," as well as the weeks included in each respective season. This position is performed for a daily stipend of \$110.00, plus reimbursement of incurred mileage that is Workshop related. Your lunches are provided, Monday through Friday, and dinner Friday. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors are responsible for submitting an invoice at the end of each week and should include mileage.

## Desired Qualifications and Criteria for Assistant Studio Coordinator

- A Bachelor of (Fine) Arts degree in photography or equivalent is preferred, but not mandatory.
- Have experience in assisting photographers on a commercial level in studio and on location.
- Have a portfolio of work that represents your photographic style.
- Possess compassionate, yet firm leadership characteristics, including good listening skills.
- Have an excellent command of various systems of camera, lighting and studio equipment.
- The Assistant Studio Coordinator must be prepared to demonstrate proper equipment usage and safety precautions to participants as well as being capable of troubleshooting.
- The Santa Fe Workshops requires a current Red Cross CPR and First Aid Certification Card prior to beginning employment. If you need to obtain one, The Workshops will contribute \$20.00 towards the application.

## The Studio

Although this position is somewhat similar to a Course Coordinator, it carries more responsibility and the duties involved are addressed exclusively to the studio environ. In addition to meeting the standard classroom needs of participants, the studio crew is responsible for over equipment from Educational Partners each season for participant's use during their week. It must be kept in excellent condition and properly maintained over the term of the season.

The Assistant Studio Coordinator must be aware of the importance of "Prep Week" and how it affects successful and efficient results during "Clean-Up Week." At season's end, products will either be shipped back to the manufacturer or to participants who purchase it, and it should be considered standard operating procedure to think and plan ahead. It is imperative that warranty cards, owner's manuals and related literature remains with its respective box, including serial numbers. Equipment orders and invoices are completed by the Operations Associate with the help of the studio crew and are typically shipped at season's end. Products shipped back to the manufacturer must include a packing list, a contact person, a return authorization number (as required), and labels indicating damaged items.

## Studio Coordinator General Guidelines and Responsibilities

- If requested by the instructor, meet with him/her prior to the workshop to discuss the week's outline and day-to-day course schedule.
- Assist the Studio Coordinator with daily tracking of each item of equipment with an ID check-out system for participants and staff members. Check-in and check-out of equipment must be closely monitored.
- All equipment must be returned within a 24-hour period. Track down any missing equipment, check for damage, match serial numbers and notify individuals of broken or missing equipment.

- Assist the Studio Coordinator in performing inventory of all sponsorship equipment at the beginning of the season and keep detailed notes on inventory sheets regarding maintenance and repairs. This is important since equipment is either shipped to participants who have made purchases or returned to the manufacturer.
- Assist in equipment demos and provide necessary technical support to the instructor and participants.
- Open studio by 8AM daily and secure every evening or any time the class is dismissed. (this duty is shared with the Studio Coordinator).
- Consult with Director of Operations to request additional equipment needs, what to do with broken items, methods of shipment, estimated costs, etc.
- Coordinate class field trips including model coordination, contact with property owner, equipment on location, etc.
- Be informed about the course budget for talent, location fees, mileage, supplies, equipment rentals and other items. It is critical to stay within the budget allocated for the week.
- Shoot the class portrait by Thursday at noon and turn it in to the AV office. Shoot documentary shots of participants during the course of the week for the Friday Night Show.
- Assist instructor with preparation of the Friday Night Show; you will need to find music for your presentation.
- Produce PR images throughout the season for our Marketing Department.
- Turn in Model images to Operations Associate weekly.