

## Work/Study

The responsibilities of this entry-level position are carried out under the guidance of the Operations Assistant and Director of Operations. Previous experience as a participant allows the individual to observe the daily operations during the workshop, become aware of the responsibilities involved, and give an increased understanding of this privileged, yet important position. As you review this position's description, you will find that being a Work/Study (WS) requires a serious investment of time and perhaps a financial sacrifice, however the benefits and enhancements to one's photographic career are unparalleled. It is an educational immersion that presents superb opportunities.

This contract position includes "Prep Week" and "Clean- Up Week," and the number of weeks included in each respective season. This is an unpaid contract position, however, for "Prep Week" and "Clean-up Week" Work/Study positions receive \$80.00 per day. In consideration of the work performed, WS is compensated by being allowed to participate in one workshop each week, subject to availability, plus reimbursement of incurred mileage expenses that are workshop related. The Workshops waive tuition and lab fees for WS, however we do ask for contributions for model/location or material fees should your participation make it necessary to hire additional talent or procure additional materials, etc. Your lunches are provided, Monday through Friday, and dinner on Friday. Candidates should be aware that the stipend for Prep & Clean-up weeks does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors will be responsible for submitting an invoice at the end of each week and should include mileage. Having a dependable car is mandatory for this position.

### Desired Qualifications and Eligibility Criteria for WS

Currently pursuing a career in photography. Possess a portfolio or samples of work that represents your photographic style. Some retail or customer service experience is desirable. Personal characteristics preferred for a person in this position include self-motivation, task-initiative, and the ability to work well with fellow staff members and participants. This individual must be resourceful as they are often the one participants turn to for information ranging from photo ideas to restaurant recommendations.

### The WS Experience

It is important to note that "work" comes before "study." Work assignments, in support of campus operations, take priority over class assignments. This work is occasionally demanding of the individual's valuable class time, however it's advised that these individuals schedule duties and trade-off amongst themselves week-to-week, so that all responsibilities are accomplished, allowing them to satisfactorily participate in field assignments. Trading tasks, give-and take, teamwork, and balance are mandatory attitudes between WS individuals. Any change in assignments must be discussed with Operations. Persons who complete a season as WS become strong candidates for Course Coordinators in subsequent seasons.

### WS General Guidelines and Responsibilities

- By 8:00 A.M., Wednesday through Saturday, coffee and other beverage service items must be "ready" for participants and instructors.
- Maintain inventory on all beverage products, food service items, and cleaning supplies. Consult with the Operations Assistant when new supplies are needed and make purchases.
- Refill five-gallon water jugs, made available for participants, as needed.
- Make sure that picnic tables in the lunch area are washed down and properly arranged. Monitor trash containers in the lunch area and empty them before they become overflowing. Maintain recycling bins.
- Assist other team members with cleaning and re-organizing classrooms.

#### WS Policy on Class Audit

- WS may participate in class discussion and critique, but may not put their work in the daily critiques. He/she may go on location with class and will be responsible for their own location/model fee, if applicable. They may arrange to have instructor critique their portfolio at a time when instructor is not involved with class.
- If WS does not choose to participate or audit a class, he/she may opt (with prior permission from the Director of Operations) to work for a stipend. He/she will be assigned special projects from the Operations, Marketing or Administration office. These projects will be in addition to normal duties as a WS.
- Operations will need to know by Thursday of the week prior of any audit situations so that the instructor can be notified before class on Monday a.m.