

## **Job Opportunity:**

### **Studio Assistant for Lisa Houck**

1-2 days a week (8-16 hours), flexible schedule  
\$18 an hour

#### **Experience + Requirements**

- Printmaking and ceramics experience preferred.
- Must have your own vehicle.
- Willingness to learn new techniques and skills.
- Excellent written and verbal communication skills.
- Digital photo editing/tech knowledge preferred.

#### **Description + Tasks**

Multi-discipline artist is seeking a studio assistant to help with a variety of tasks. No two days will be the exactly the same. For example, the morning may begin by packaging cards, filling/packaging Etsy orders, working on an “open call” application, and the afternoon may involve framing, glazing ceramic pieces, and/or delivering artwork to a gallery.

-Errands, mailing, shipping/packaging, artwork transportation, social media and technology assistance, packing stationary (cards).

-Studio organization

-Maintaining digital archive (on hard drive, box.com, etc.)

-Prepping artwork for gallery shows, creating price sheets, etc.

-Production assistance with mosaics, oil painting, framing, ceramics, and printmaking.

-Prepping student kits for art classes

-Inventory of all studio supplies— noticing when mediums + supplies are low/need to be reordered.

-Artist occasionally needs help with personal household tasks (errands, dog care, gardening, etc.)

Lisahouckart@mac.com

www.lisahouck.com