STUDENT UNION CRAFT CENTER

STUDENT EMPLOYMENT APPLICATION

The Student Union Craft Center is hiring! We are seeking creative, dedicated individuals for positions on our staff. Applicants must have expertise in at least one of our craft areas and/or transferable skills. Applicants should be able to multitask, stay organized, manage time effectively, and enjoy working with people. Craft Center staff members participate in all aspects of the business, making for a highly involved and intensive job. In addition to weekday floor hours, all staff members are required to attend weekly staff meetings and evening workshops, along with special events.

The Student Union Craft Center is a dynamic and unique facility. We provide tools, materials, and instruction in ten distinct areas: batik, beading, black and white film photography, bookmaking, leather, metalsmithing, sewing, screen printing, silk painting, and stained glass. We also offer paper marbling, button making, henna, felting, and other general crafts.

Mission Statement: The Student Union Craft Center, established in 1971 through the efforts of students, serves to enrich UMass Amherst and Five-College life. The organization provides craft instruction and facilities in an inspiring and encouraging environment. It is a multidisciplinary agency that fuses art, teaching, and business, while cultivating free-form entrepreneurial artistic education without academic restriction for students, faculty, and staff of UMass and the Five College communities.

Requirements:
Must be a full-time (enrolled in at least 12 credits per semester) undergraduate student at UMass. Freshmen and sophomores strongly preferred. We accept Work Study.

- Attend mandatory Monday night staff meetings from 7-9 PM
- Work well with fellow staff members and the campus community
- Understand and implement the techniques and tools required to make projects in each craft area
- Effectively teach craft center members how to create projects in each area
- Advise members in safety policies regarding tools, equipment, and materials
- Keep work stations, counters, storage, and general areas clean and organized
- Monitor machinery, tools, and equipment
• Operate a safe and aware space, keeping up to date on Environmental Health & Safety policies and training
• Perform opening and closing procedures
• Exhibit excellent customer service
• Instruct weekly evening workshops in your craft area
• Keep inventory and restock supplies, tools, and materials as necessary for your craft area
• Create display items that will generate excitement and awareness of your craft area
• Research and learn new techniques in your craft area
• Assist with and help develop additional programming, such as visiting artist workshops, workshops for RSOs, RAs, and university departments, Craft Center open mics, and other collaborative projects
• Assist in the publicity of Craft Center events, services and programs
• Commit to working an average of 6 to 14 hours a week
• Commit to working occasional cross-trainings, which typically occur on Saturdays
• Commit to working during finals week. The Craft Center is closed at this time, but we perform end-of-the-year cleaning, area inventories, and general closing procedures during this week

If you think this job is for you, then fill out the attached 4-page application and return it to the Student Union Craft Center no later than 8:00 PM on Wednesday, September 20th, 2017. Interviews will be conducted September 23rd, 24th, and 25th. You will be notified as to whether or not you will be interviewed by 8:30 PM on Friday, September 22nd. If selected for an interview, you will be required to bring a portfolio of your craft/art work to share. Portfolios should represent 6-10 of your best works, and can be presented in a variety of ways, such as physical artwork, digital images, or printed images. Considering the short timespan between interview notification and actual interviews, it is strongly recommended to begin gathering portfolio materials prior to September 22nd. Contact us with any questions regarding the application and/or interview process.
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Return no later than 8:00 PM on Wednesday, September 20th

Name: __________________________ Month & Year of graduation: __________________

School Address: ________________________________________________________________

Home Address: ________________________________________________________________

Email: ___________________________ Phone: _______________________________________

Major: ________________________________________________________________

Please answer all questions thoroughly and to the best of your ability. Remember to be specific. Thank you!

1. Do you receive work study? YES / NO
   If YES, Amount per semester: ________________ Amount per year: _______________

2. Can you attend staff meetings on Monday evenings from 7:00 to 9:00 PM? YES / NO
   If not, we simply cannot hire you. Monday night staff meetings are essential, and mandatory!

3. Can you work some weekends? YES / NO

4. Can you commit to working for at least four semesters? YES / NO

5. Are you planning to study abroad in your college career? YES / NO
   If yes, indicate which semester:

6. Can you work during finals week? YES / NO

7. Are you currently employed? YES / NO
   If yes, please explain:

8. Why do you want to work at the Craft Center?

9. How would you benefit from working at the Craft Center?
10. How would the Craft Center benefit from hiring you?

11. Describe your specific or transferable skills regarding our craft areas here at the Craft Center. Are you able to teach these skills to others? What is your skill level in these areas? (Beginner/Intermediate/Advanced)

12. Are you able to work both on a team and individually? Explain.


14. What teaching experience do you have? (tutoring, camp, etc.)
15. What customer service experience do you have? Please describe.

16. Describe how you organize and prioritize tasks.

17. Do you have any skills regarding Photoshop, graphic design, or webpage design? Please describe.

18. Please list any additional information to further clarify your strengths/interests. Use extra paper if necessary.
19. Please list all times you are available to work this semester on weekdays from 10:30 AM until the evening. Also include your availability on weekends. Keep in mind that we hold mandatory staff meetings every Monday evening from 7:00 to 9:00 PM!

20. Please list your employment and volunteer history.

21. Please list 3 professional and/or academic references.

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