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. Craft Center staff members participate in all aspects of the business, making for a highly involved and intensive job.

The Student Union Craft Center is a dynamic and unique facility. We provide tools, materials, and instruction in ten distinct areas:

- batik
- beading
- B&W film photography
- bookmaking
- leather
- metalsmithing
- sewing
- silkscreen printing
- silk painting
- stained glass

We also offer other crafts including paper marbling, button making, henna, and felting.

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.

Job Title: Area Coordinator

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 weekly 2-hour meetings (dates TBD)
- Commit to working an average of 6 to 14 hours a week
- Attend cross-trainings (often on Saturdays, 3-5 times a semester)
- Work during finals week for end-of-the-semester closing procedures.

Responsibilities

- Implement the techniques and tools required to make projects in each craft area
- Work well with fellow staff members and the campus community
- Effectively teach craft center members how to create projects in each area

Please keep this page for reference
Responsibilities (cont.)

- Advise members in safety policies regarding tools, equipment, and materials
- Keep work stations, counters, storage, and general areas clean and organized
- Perform opening and closing procedures
- Generate excitement through display projects and upkeep of designated craft area
- Maintain inventory, tools, and materials as necessary for designated craft area
- Instruct weekly evening workshops in designated craft area
- Work with exposure to chemicals that comply with Environment Health and Safety standards
- Assist with development of additional programming, such as visiting artist workshops,
  workshops for RSOs, RAs, other university departments, Craft Center open mics, and other
  collaborative projects
- Work in committees (Media & Marketing, General Areas, Policy & Discipline, Hiring & Training, Finances)
  that contribute to the development of the Craft Center as a student business

If you believe you are a good candidate for this job, please submit a completed application to the Student Union Craft Center no later than 8:00 PM on Friday, February 2nd, 2018 (Walk-in during our open hours or via e-mail to craftctr@umass.edu with “S18 Hiring Application - [Your Name]” as the subject line with your application attached as a PDF).

If considered for this position, preliminary phone interviews will be conducted February 6th, 7th, and 8th followed by a formal interview with our full staff on February 10th and 11th.
Potential interviewees will be notified before 8:00 PM on February 8th.

If selected for a formal interview, you will be required to bring a portfolio of your craft/artwork to share. Portfolios should contain 6-10 pieces that demonstrate your skills and creativity. These may be physical pieces, 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 February 10th. Please contact us with any questions regarding the application and/or interview process.
Student Union Craft Center
Spring 2018 Student Employment Application
This application is intended for full-time undergraduate students of the University of Massachusetts Amherst

Due 8:00 PM on Friday, February 2nd, 2018

Name ___________________________ Pronouns (optional) ___________________________

Home Address ___________________________

E-mail ___________________________ Phone ___________________________

Major ___________________________ Month & Year of Graduation ___________________________

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

1. Do you receive work study? Y □ N □
If YES, Amount per semester: _________________ Amount per year: _________________

2. Can you work some weekends? Y □ N □

3. We require our employees to start working **2 consecutive semesters and 4 semesters total**. Can you make this commitment? Y □ N □

4. Are you planning to study abroad in your college career? Y □ N □
If yes, indicate which semester:

5. Are you currently employed? Y □ N □
If yes, please explain:

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

7. How would you benefit from working at the Craft Center?
8. How would the Craft Center benefit from hiring you?

9. The Craft Center provides craft instruction in ten distinct areas that include: batik, beading, B&W film photography, bookbinding, leather, metalsmithing, sewing, silkscreen printing, silk painting, and stained glass. Please elaborate on your experience with these crafts and/or other transferrable skills (this can include woodworking, ceramics, textiles, graphic design, etc.)

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

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

13. Please list your employment and volunteer history.

14. Please list any additional information to further clarify your strengths/interests. Use extra paper if necessary.
15. Please list 3 professional and/or academic references.

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16. Availability:
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