



## **Summer Assistant**

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### **Description**

Each summer Haystack Mountain School of Crafts hires two summer assistants who report to the Assistant Director and are responsible for a variety of tasks in the day-to-day running of the school.

### **Qualifications**

Applicants must have participated in a Haystack program and have working knowledge of the school and our programs. Must possess good organizational skills, the ability to work independently and manage a varied schedule of activities and have the temperament to work in diverse creative community. A valid drivers license and clean driving record is required.

### **Overview of responsibilities**

#### **General operations support**

- Being on call at night on a regularly scheduled basis
- Lifting and carrying boxes, supplies, and equipment
- Daily errands and trips to the dump in the school truck
- Transporting students in emergency situations
- Assisting with group tours of the campus
- Assisting at all end of session auctions (intake of items, set up/clean up, auctioneering, helping to track sales and packing at end of night)
- Helping in the kitchen on an emergency basis
- Helping in the school store on an as needed basis
- Assisting in minor campus repairs as needed

#### **Office support**

- Assisting in registration of arriving students and faculty
- Generating spreadsheets, labels and photocopying answering phones and handling routine inquiries
- Processing shipping through FedEx and UPS

#### **Workshop support**

- Coordinate and run evening presentations
- Assembling, formatting, and troubleshooting digital presentations
- Delivering workshop materials and supplies to studios
- Studio cleaning and set up in-between sessions
- Installing exhibitions in Gateway
- Helping faculty and teaching assistants with studio needs

## **Compensation**

This is a full-time position, and will average 40 hours a week over the course of the season (16 weeks). This position runs from mid May through the end of August. There is also a fall assistant position that runs through mid-October. Haystack provides room and board with a salary of \$600 per week paid on a bi-monthly basis.

## **To Apply**

Applications must include a one page resume, cover letter indicating interest in the position and relevant qualifications, and contact information (name, address, phone and email) for three references, in one single PDF document. Please email this information to [employment@haystack-mtn.org](mailto:employment@haystack-mtn.org) with “summer assistant” in the subject line.

Applications must be received by Friday February 1, 2019.

*The Haystack Mountain School of Crafts is an international craft school located on the Atlantic Ocean in Deer Isle, Maine. Founded in 1950 as a research and studio program in the arts, Haystack offers one and two-week studio workshops to participants of all skill levels as well as the two-week, Open Studio Residency program, exhibitions, tours, auctions, artist lectures, and shorter workshops for Maine residents and local students. We also support visiting artists and scholars from a variety of fields including science, literature, music and the visual arts who are invited to spend two weeks at the school focusing on their work. Haystack also functions as a ‘think-tank’ in looking at craft—publishing annual monographs and organizing a variety of conferences and symposia that examine craft in broader contexts. These include collaborations with other institutions like the Media Lab at the Massachusetts Institute of Technology and the Cooper-Hewitt National Design Museum, Smithsonian Institution. The award-winning campus was designed by noted American architect, Edward Larrabee Barnes, and opened in 1961 when the school relocated to Deer Isle. [www.haystack-mtn.org](http://www.haystack-mtn.org)*