



Studio Technician & Campus Caretaker

Job Posting Date: April 28, 2021

This position will remain open until filled, early applications encouraged

OVERVIEW

We seek a collaborative and reliable person to join our team in the seasonal summer position of **Studio Technician & Campus Caretaker**. This team member will support the daily operations of Sitka's art, writing and ecology workshops in the summer. They will work closely with the Program Manager to help our workshops run smoothly, support the wonderful regional artists and experts who teach our workshops, take photos of all the summer fun and maintain a clean, safe and welcoming environment for guests. Sitka is a 51-years-young coastal arts and ecology nonprofit. This person will have the option of staying on our campus free of charge for the summer in a private apartment with a full kitchen.

30+ hours/week: The workload is 30+ hours weekly for this seasonal position. Preference will be given to qualified and flexible applicants with experience and knowledge in the arts, audio/visual/digital photography skills, and an enthusiasm and capacity for physically active work.

Outdoor and in-studio/office work: For people who thrive in lively and ever-changing settings, Sitka is an energizing and rewarding place to work. During the workday, our office is cozy and welcoming, with lots of laughter and team collaboration, and not much alone time or personal space, so being the kind of person who can be productive while enjoying lots going on around them is key. **The Studio Technician & Campus Caretaker will primarily work in our workshop studios, apartments and outdoors with minimal in-office work.** They will also need to thrive when working autonomously. Thanks to COVID-19, the Sitka team is adept at both on-campus and remote work, and we help each other balance interactive engagement with focused productivity.

Working style: The Studio Technician & Campus Caretaker will be self-organizing and self-motivated, proactively coordinating with participating workshop instructors, staff and guests to think through all the little details in advance of a workshop. They will be quick to regroup and troubleshoot the unexpected when things don't go as planned. They will find and sustain a healthy balance between self-driven, autonomous work and collaboration with a fun and supportive team.

They will find joy in taking on this work not just as a list of tasks to be completed but as a community of relationships to be fostered. Most importantly, they will delight in exploring art and nature with adult guests of all ages and assist in creating

experiences where the natural curiosity and creativity in individuals is sparked and celebrated. This is a practical-meets-playful summer job.

Central support: While the Studio Technician & Campus Caretaker will enjoy a great deal of autonomy in their work, they will not be alone. They will work closely with the Program Manager to support Sitka's in-person and online workshops on a day-to-day basis. They will also work closely with the General Manager and Administrative Coordinator, who will provide central administrative and communications support (such as front desk support, supply ordering and other centralized services). Everyone will work together to create a sense of unity, continuity and quality across all of Sitka's programmatic experiences and communications.

CORE RESPONSIBILITIES

The Studio Technician & Campus Caretaker assists in all aspects of Sitka's workshops including setting up/taking down studios, keeping studios, bathrooms and apartments organized and clean, greeting and assisting instructors and participants, answering visitor questions, making sure COVID-19 precautions are being taken, and other daily operational tasks to ensure the smooth and safe operation of daily workshops. For online workshops, they will also provide audio/visual (AV) support for instructors.

Sitka's campus is small, beautiful and welcoming, and everyone who works at Sitka helps maintain our buildings and grounds. The Studio Technician & Campus Caretaker will help clean and sanitize Sitka's main office space, two small exterior restrooms and five studio apartments, and they will help keep outdoor areas looking well-maintained (all of these are small spaces that tend to stay fairly tidy on their own). This work includes daily COVID-19 high-touch surface sanitation as needed, and complete cleanings of studio apartments between instructors and guests. Also, they will communicate any maintenance or supply inventory issues with the team.

Sitka values reflection. The Studio Technician & Campus Caretaker will help pay attention to what's working and what we can do better and participate in feedback and debrief sessions to inform next year's workshop season.

OTHER RESPONSIBILITIES

- **Pitch In:** Help support team members when needed, make runs to the post office, enter data, file stuff, scan stuff... Everyone does a little bit of everything here, and there's a lot involved in making it all run smoothly while creating a sense of retreat-like calm for our guests.
- **Event Support:** Sitka events are team efforts and we all work together to have things go off without a hitch, or at least not too many hitches. From greeting guests as they arrive to crossing t's and dotting the i's on the nametags, pay attention to all the little details that make events magical.
- **Daily Surprises:** Troubleshoot the unexpected, learn from mistakes, hold yourself and your teammates capable, clean up everything from spilled coffee to miscommunications, ask for help when you need it, offer help without

being asked, share responsibilities, acknowledge others and help create a culture we're all proud to be a part of and share.

Job Qualifications

EDUCATION AND EXPERIENCE

- Arts/nature/educational program experience preferred
- Caretaking/cleaning/groundskeeping experience preferred
- Experience working with people of all ages is preferred, including senior citizens with physical assistance needs
- AV/digital photography/social media/technology experience preferred
- Reliable, sleeves-rolled-up team player and collaborator is essential
- Warm and patient customer service skills are essential

REQUIREMENTS

- This position requires access to a reliable vehicle
- This position involves daily physical labor and requires the ability to lift up to 50+ pounds, go up and down interior and outdoor stairs, hike on inclined geography and stand for extended periods at indoor and outdoor events
- As our facilities include indoor and outdoor spaces, this position requires the ability to work in outdoor elements and conditions on the Oregon coast

COMPENSATION AND BENEFITS

- \$15/hour, 30+hours a week
- Seasonal, temporary, hourly, non-exempt position during June 2021 through September 2021
- Option of free on-campus housing including utilities, wi-fi, washer & dryer, access to kayaks and canoe

COMMITMENT TO EQUITY

The Sitka Center for Art and Ecology affords equal employment opportunities to employees and applicants without regard to age, race, color, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, marital status, or any other characteristic protected by law. We are committed to equity and inclusion, and believe different voices and perspectives strengthen our organization and amplify our impact.

ABOUT SITKA

For 50 years the Sitka Center for Art and Ecology has invited thousands of people explore the interconnections between natural curiosity and personal creativity. Through workshops, residencies and public events the Sitka Center provides time and space for place-based reflection, inquiry and creation. Inspired moments and creative breakthroughs happen here every day, and for years after in the lives of those Sitka has touched. It's a magical place.

The Sitka Center is located in Otis, Oregon (near Lincoln City) on Cascade Head, one of the most beautiful places on the Oregon coast, surrounded by spruce forest, open

meadow – and boundless inspiration. Our office is located within a 0.66-acre facility that also includes residences, studio spaces and a library. Roosevelt elk, black tail deer and northern flicker woodpecker sightings are a daily occurrence from our office windows. In June 2017 Sitka acquired an 80-acre property known as Grass Mountain, located within the UNESCO Cascade Head Biosphere Reserve, and surrounded by 9,670 acres of protected Cascade Head Scenic Research Area forest.

To apply, please submit the following items:

- Resume
- 3 professional references (reference names, emails, phone numbers and association)
- A brief cover email or letter sharing why you want to work at Sitka, what are you hoping to gain from your experience here and the strengths you will bring to the team.

Submit your application to: info@sitkacenter.org or 56605 Sitka Drive, Otis, OR 97368

Reference list of duties/tasks that may be performed but not limited to:

- Work closely with program team to ensure the smooth operation of daily workshops
- Greet arriving instructors, assist with their check-in on campus
- Set up and break down studios for workshops, assist instructors as needed
- Welcome workshop participants on the first day of each workshop, introduce the instructor and provide details about the facility, Covid-19 precautions, and other daily announcements
- Provide audio/visual (AV) support for instructors
- Assist in making sure participants park in designated Sitka parking lots and assist with overflow if needed
- Photograph and video workshops as appropriate and file and organize generated photos and clips
- Input notes regularly into Sitka's Filemaker database regarding each workshop for set-up ease next year
- Greet drop-in visitors and share current Sitka events and activities, provide facility tours when possible
- Manage work schedule in conjunction with the program team
- Assist with communication of Cascade Head Ranch neighborhood rules to instructors and students
- Perform cleaning duties for Office and Public Restrooms (these are small spaces that tend to stay fairly tidy on their own), including daily Covid-19 high-touch surface sanitation as needed
- Perform caretaking duties following a detailed cleaning checklist for Sitka's five studio apartments
- Patrol campus nightly to assure each studio is locked with lights and equipment turned off
- Maintain a safety awareness at all times
- Communicate any maintenance issues with the Facilities Manager
- Communicate with Administrative Coordinator on low inventory of workshop and cleaning supplies