



The Fabric Workshop and Museum

Studio Assistant

The Fabric Workshop and Museum (FWM) is an internationally-acclaimed Artists-in-Residence (AIR) program and contemporary art museum located in Center City, Philadelphia. Founded in 1977, FWM encourages artists at all stages of their careers to experiment with new materials and new media in a veritable living laboratory. FWM is easily accessible via public transit and is steps from Reading Terminal Market and blocks from Chinatown and historic City Hall.

FWM seeks a Studio Assistant who is skilled in art production, with a focus on three-dimensional work, and extensive knowledge of contemporary art and art practices. The Studio Assistant supports the technical, conceptual, and administrative aspects of all Studio production. S/he/they must possess excellent organizational and communication skills, as well as a strong ability to collaborate as part of a team. This position reports directly to the Director of Studio Operations and works closely with all members of the Studio department.

Currently, this is a part-time (24 hours per week over 3 days) hybrid onsite/telework position, though the ratio of onsite to telework hours will change over time. The rate is \$18/hour and benefits include vacation time and sick/personal days, paid holidays, and access to an employee assistance program.

Responsibilities

- Assist, and collaborate with, other Studio staff on all stages of AIR projects, artist multiples, and print yardage production
- Coordinate smaller projects
- Maintain and organize a functional and clean construction Studio, print Studio, and dye room
- Order and inventory supplies in coordination with other Studio staff
- Keep all Studio records and procedures up to date, including Material Safety Data Sheets (MSDS) and safety protocols
- Assist and attend select FWM special events and meetings
- Perform all other related functions as assigned

Qualifications

- BFA required and MFA preferred in Studio Art
- Minimum two years of successful experience in a collaborative, professional Studio environment
- Emphasis placed on collaborative and interpersonal skills as demonstrated by past performance (references)
- Comfortable working with power tools for woodwork and sculptures
- Experienced with many sculptural practices: object, large-scale, installation;

materials and methods

- High level of craftsmanship and attention to detail
- Ability to work independently and collaboratively
- Proven ability to solve problems creatively while staying attentive to feedback as well as immediate and overall project goals
- Ability to follow and provide instructions as applicable
- Ability to provide instruction to, and work with, contractors and interns
- Self-motivated, flexible, and dedicated
- Easily works on several projects at once and can change priorities on short notice.
- Ability to interact effectively with co-workers and managers
- Proficient in Microsoft Office, Adobe Creative Suite, and digital imaging, with the ability to learn additional technical skills as needed.
- Adept at color mixing and matching pigment a plus
- Experience with screen printing on fabric and repeat pattern design in both pigment and dye a plus
- 3-D rendering experience a plus

To Apply

Interested candidates should address a letter of interest, resume, portfolio (website or single PDF containing 10 images with corresponding title/descriptions, year, size, materials) and contact information for 3 references to hiring manager Nami Yamamoto, Director of Studio Operations, at hr@fabricworkshopandmuseum.org. Kindly include "Application: Studio Assistant" in the subject line of your email. Application Deadline: Thursday, December 3, 2020

After applications are reviewed, selected applicants will be contacted for interviews. If you need assistance, contact Jessi Melcer, Human Resources Manager, at 215-561-8888 x234 or hr@fabricworkshopandmuseum.org.

FWM's Commitment

The Fabric Workshop and Museum is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. FWM's culture embraces diversity within the workplace, and outside, and welcomes all candidates to apply, without fear of discrimination.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Physical Demands and Work Environment:

- Frequently required to stand
- Frequently required to walk
- Continually required to sit

- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 50 pounds
- Occasionally exposure to wet and/or humid conditions (non-weather)
- Occasionally work near moving mechanical parts
- Occasionally work in high, precarious places
- Occasionally work around fumes, airborne particles, or toxic chemicals
- Occasionally exposure to outside weather conditions
- Occasionally exposure to extreme heat or cold (non-weather)
- Occasionally loud noise (examples: metal can manufacturing, large earth-moving equipment)