



“Supporting Art and Advancing Culture”

Position: Art Education Studio Attendant (SA)

Job Summary

The SA is responsible for assisting with all daily COF operations. The SA is responsible to greet customers and provide superior customer service when interacting and representing COF with our customers in studio or off site, on the phone or online.

Reporting Relationship

The SA reports directly to the Managing Director or in the absence of the Managing Director the Creative Director.

Duties and Responsibilities

- Maintains superior customer service standards at all times
- Is friendly, knowledgeable and professional on the phone, in person or online
- Able to handle money and perform sales transactions
- Aware of COF marketing initiatives and promotes current events, ticket sales, product promotions, programs and services
- Responsible for opening and closing the studio and following procedures as per the operational guidelines (Key Holder responsibilities)
- Greets customers, seat them and provide them with the information of how it works, various art making options and help them get started
- Provides art making technique explanations and answer questions for customers as required.
- Facilitates art education programs and events as required ie. Paint Nights, art classes. In-school or in-studio school programs, community events and more
- Knowledge of kilns, glaze, glass fusion and pottery an asset but not necessary
- Attends ART TO GO! Events as required
- Other duties as required

Position Requirements and Qualifications

- Valid Driver’s License and use of own vehicle is required.
- Proficient in Milano an asset
- Proficient Microsoft word and excel

- Security clearance for vulnerability required
- Working on or completed Art College Degree, Fine Arts or related discipline or relevant experience and background in art-making
- Proven experience teaching and facilitating art-making classes and preparing and developing lesson plans
- Proven ability to work independently and assume responsibility of overseeing the studio

How to Apply

Please submit resume in person at 230, 8560 8A Ave SW or email your resume to:

info@colouronfireartstudio.com in the subject line reference **COF Studio Attendant**