

Lynchburg Parks & Recreation Jackson Heights Art Studio Assistant

Description of Position

The Art Studio Assistant is responsible for assisting with classes focused on ceramic arts and stained glass for all ages. The student will also assist the director with classroom set up/take down, art supply organization, and other office duties as assigned by the director. Hours of Operation are typically between 9:00am-9:00pm, Monday-Saturday.

The student will report to the Liberty University Federal Work Study Coordinator and Jackson Heights Art Studio Manager. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Jackson Heights Art Studio
720 Winston Ridge Rd
Lynchburg, VA 24501

Job Responsibilities

- Support programs by taking attendance, studio cleaning, maintenance of supplies and other needs as they arise for a variety of classes that include, but are not limited to pottery, stained glass and public art; assists with special projects and events
- Some office duties as required, including but not limited to: creating new participant sign in sheets, making phone calls, and answering emails
- Interacts with instructors, greets participants, reviews that all participant paperwork is filled out daily, and represents the Parks and Recreation Department as a point of contact for those involved with programs
- Responsible for classroom set up with needed materials and cleanup of area at the end of program
- Assists staff with activities and events at the Art Studio and other citywide facilities as needed for additional large-scale programs and events
- Assist with grant research as requested
- Completes projects assigned by supervisor and assists staff or instructors with other duties as needed

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.