

JOIN OUR CREATIVE TEAM



Sasha The Artist Studio offers "The social art experience" through Paint & Sip with Sasha, The Artist events, Sasha The Artist Art Academy and Sasha The Artist DIY products, services and other art supplies.

We are seeking a highly organized and enthusiastic **Full-Time Art Studio Assistant** to join our creative team. The ideal candidate will have a passion for art and possess excellent communication and multitasking skills. As an Art Studio Assistant, you will provide essential support to the artist and ensure the smooth operation of our art studio. Your

responsibilities will include assisting with art projects, classes and events, managing supplies, coordinating schedules, and providing exceptional customer service to our clients. This is an exciting opportunity for someone looking to gain valuable experience in the art industry and contribute to a vibrant and dynamic creative environment.

Responsibilities

- Assist with studio set-up, preparing art supplies for classes and events, and ensuring a clean and organized environment.
- Manage and organize art supplies, ensuring that the studio is well-stocked and materials are properly stored.
- Coordinate schedules and appointments for meeting with clients, and hosting studio events.
- Assist in the installation and arrangement of artwork for class exhibitions
- Provide exceptional customer service, answering inquiries, assisting clients, and handling sales transactions.
- Prepare packaging materials, including boxes, labels, and inserts, for product packaging.
- Assist social media marketer with marketing and promotional activities, including social media management, event coordination, and outreach efforts.
- Support administrative tasks such as record-keeping, inventory management, and updating databases.
- Collaborate with the team to brainstorm ideas, contribute to creative projects, and foster a positive and collaborative work environment.



WWW.SASHATHEARTISTSTUDIO.COM

Requirements

- A genuine passion for art and a basic understanding of different artistic techniques and materials.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills, with the ability to interact with children and adult clients.
- Ability to multitask and prioritize tasks in a fast-paced environment.
- Flexibility to work evenings, weekends as needed.
- Knowledge of social media platforms and experience with marketing/promotion is a plus.
- Previous experience in an art-related field or customer service role is preferred but not required.
- Previous experience working with children or in an educational setting is a plus.
- Must have reliable transportation to in-studio and offsite events.

Benefits

- Opportunity to work in a dynamic and creative environment.
- Exposure to various art techniques and the chance to learn from a talented artist.
- Room for growth and development within the art studio.
- Gain experience in customer service and art-related operations.
- Flexible work schedule.
- The satisfaction of contributing to the success of a thriving art studio.

Salary

- EC \$396.00 - EC \$880 for a 40hr work week based on level of education

To apply, please submit your resume, a cover letter, and a portfolio (if available) showcasing your artistic skills and experiences to info@sashatheartiststudio.com. We thank all applicants for their interest, but only those selected for an interview will be contacted.