



Job Title: Studio/Office Assistant (with growth to Office Manager)

Department: Operations

Reports to: CEO/Director of Operations

Effective Date: Immediately

Job Summary:

We are looking for a self-motivated and result-oriented Full-Time Studio Assistant to help support our community and local Art Center (Robertson Art Zone/RAZ).

The Studio Assistant will be responsible for supporting the operations department through developing and maintaining customer relationships. They will assist executives, staff members, and teachers, as well as maintain studio appearance.

We are an Art Studio, RAZ (Robertson Art Zone), located in West LA, near Beverly Hills. We inspire children and adults to tell their stories through art and unlock their creativity using unique techniques and various art mediums. We have a wide array of art classes, camps, and events catered to both children and adults.

Why work at RAZ:

We are a unique company focused on transformational growth through art for children and adults. Our studio is a second home for both students and employees. We are proud to have a warm and exciting work environment that is quickly growing! We appreciate the unique talents each employee brings to RAZ.

Our core values:

1. Have passion
2. Be committed
3. Be a leader
4. Have flexibility
5. Be a team player
6. Shine Your Light

Duties/Responsibilities:

- Assist with daily studio operations
- Assist different departments: customer service, marketing, social media, WIX website, graphics, and teachers
- Prepare for events, camps, and after-school classes
- Maintain a clean and organized studio environment
- Participate in meetings, take notes, and email the updates to the team
- Manage emails, phone calls, mail including packages, reminders, and other forms of correspondence
- Answer incoming calls and direct them to the right departments
- Put booked events and birthday parties on the physical and digital calendars

- Track and replace office supplies as necessary
- Assist teachers before and after class

Requirements:

- Excellent communication, social, writing, and verbal skills
- Strong organizational and time management skills
- Proficiency in office software (word, excel)
- Great team player and leadership skills
- Ability to multi-task and work under pressure while maintaining a calm attitude
- Flexible with any last minute changes in planned schedule
- Proficient in tech devices: operate zoom, speakers, bluetooth connection, etc.
- Must be able to lift up to 25 pounds to carry supplies, move equipment, etc.

Plus

- Knowledge of Adobe CS Photoshop
- Experience in graphic and website design
- Knowledge in operating cameras to film videos (phone/laptop/zoom)
- Speak another language(s) besides English

Please email your **resume and cover letter** after reading the requirements to:
raz@RobertsonArtZone.com

Location: 1046 S. Robertson Blvd, Los Angeles CA 90035. West LA/Beverly Hills, CA

Compensation: Starting \$16/hr, training period is 2-3 months, evaluation every 6 months and salary raise depends on performance

Job Type: Full-Time, 40 hours per week

Schedule: Monday to Friday (occasional weekends)

Benefits: Participate in RAZ events for free, use of studio supplies for personal art projects