



Job Title: Art Studio/Office Assistant

Effective Date: Immediately

RAZ's Brand: Be YOU, Create & Elevate

WHY WORK WITH US?

We are looking for a self-motivated person with a passion for educating children with art. Our studio is a second home for both students and employees. We inspire children and adults to tell their stories through art and unlock their creativity using unique techniques and various art mediums.

REQUIREMENTS:

- Liaison to teachers, customers, marketing, and operation departments
- Assist in the preparation for birthdays, events, camps, after-school classes
- Answer the incoming calls and effectively relays studio information
- Participate in team meetings, take notes, and assist in action items
- Manage and maintain master studio calendar for all events
- Create and update registration lists for camps, events, birthdays, classes
- Organize and file physical and digital documents and folders
- Maintain a clean and organized studio
- Proficient in operating a camera, zoom, speakers, and laptop
- Must be able to lift up to 25 pounds and move equipment
- Knowledge of Adobe CS Photoshop, and website design
- Great team player with excellent communication and organizational skills

Email your **resume and cover letter** to raz@RobertsonArtZone.com

Location: 1046 S. Robertson Blvd, LA 90035

Compensation: Starting \$20 /hr

Job Type: Part-Time or Full-Time

Schedule: Monday to Thursday (10-6), Friday (9-2), occasionally Sundays