

The responsibilities of this entry-level position are carried out under the guidance of the Operations Assistant. Previous experience as a participant allows the individual to observe the daily operations during the week, become aware of the responsibilities involved, and give an increased understanding of this privileged, yet important position. As you review this position's description, you will find that the staff member status of Work/Study is a serious investment of time and perhaps a financial sacrifice, however the benefits and enhancements to one's photographic career are unparalleled. It is an educational immersion that presents superb opportunities.

This contract position includes "Prep Week" and "Clean- Up Week," and the number of weeks included in each respective season. In consideration of the work performed, each Work/Study is compensated by being allowed to participate in a workshop each week, **subject to availability**, plus reimbursement of incurred mileage expenses that are Workshop related. The Workshops waive tuition and lab fees for Work/Study, however we do ask for contributions for model/location or material fees if your participation makes it necessary to hire additional talent or procuring additional materials, etc. Your lunches are provided, Monday through Friday, and dinners on Sunday and Friday. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual. Contractors will be responsible for submitting an invoice at the end of each week and should include mileage.

Desired Qualifications and Eligibility Criteria for Work/Study

Currently pursuing a career in photography. Possess a portfolio or samples of work that represents your photographic style. Some retail or customer service experience is desirable. Personal characteristics preferred for a person in this position include self-motivation, task-initiative, and the ability to work well with fellow staff members and participants. This individual must be resourceful as they are often the one participants turn to for information ranging from photo ideas to restaurant recommendations.

The Work/Study Experience

Positions begin at the start of each workshop season and it is important to note that "work" comes before "study." Work assignments, in support of campus operations, take priority over class assignments. This work is occasionally demanding of the individual's valuable class time however, it's advised that these individuals schedule duties and trade-off amongst themselves week-to-week, so that all responsibilities are accomplished and allow them to satisfactorily participate in field assignments. Trading tasks, give-and-take, team work, balance -- whatever you want to call it -- are mandatory attitudes between work/study individuals. Any change in assignments must be discussed with Operations. Persons who complete a season as Work/Study become strong candidates for Course Coordinators in subsequent seasons. Each individual's work performance is evaluated week-to-week and cumulatively at the end of the season and then considered accordingly. This is the best place to be as a new staff member because it can lead to several other staff options.

Work/Study General Guidelines and Responsibilities

- Each morning, Monday through Saturday, coffee and other beverage service items must be "ready" at 8:00 A.M
- Maintain inventory on all beverage products, food service items, and cleaning supplies. Consult with the Operations Assistant when new supplies are needed and make purchases.
- Refill five-gallon water jugs, made available for participants, as needed.
- Make sure that picnic tables in the lunch area are washed down and properly arranged. Monitor

trash containers in the lunch area and empty them before they become overflowing. Maintain recycling bins.

- Drop-off collected recycled materials at the recycling center in town.
- Assist other team members with cleaning and re-organizing classrooms on Saturday afternoons between 12 and 2 P.M.

Work/Study Policy on Class Audit

- Work/Study (WS) may participate in class discussion and critique, but may not put their work in the daily critiques. He/She may go on location with class and will be responsible for their own location/model fee, if applicable. They may arrange to have instructor critique their portfolio at a time when instructor is not involved with class.
- If WS does not choose to participate or audit a class, he/she may opt to work for a weekly stipend of \$130/week. He/She will be assigned special projects from the Operations or Administration office. These projects will be in addition to normal duties as a WS.
- Operations will need to know by Thursday of the week prior of any audit situations so that the instructor can be notified before class on Monday a.m.

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