

Store Assistant

The responsibilities of this position are carried out under the guidance of The Store Manager and Business Manager. This individual must have retail experience and be technically adept with camera formats (film and digital) ranging from 35mm to 4x5, digital and analog light meters, color and black-and-white filters, Nikon systems, Kodak color E-6 and C-41 films, and Kodak black-and-white films, papers and chemistry. Personal qualities include being honest, organized, responsible, personable, punctual, and dependable. This is a place to give your knowledge back to the photographic community by being empathetic and resourceful to participants who have lots of technical questions. You become an important aid to those in search of the tools to create their personal aesthetic. Through this process you indirectly become aware of some instructor's tools and techniques by means of participants questions and purchases, wanting to emulate them.

We expect that this individual will accept the responsibilities of this position as a second-level manager position meaning, taking initiative when ordering inventory and having excellent command of retail equipment such as the cash register and credit card terminal. Possessing the knowledge to troubleshoot problems or errors on these machines is highly desirable. Ideally, this person has previous experience as a Santa Fe Workshop participant so that their observations of this position are transferred accordingly.

This contract position includes "Prep Week" and "Clean-Up Week," and the number of weeks included in each respective season. This position is performed for an hourly base rate of \$9.00 per hour, averaging 25-40 hours per week during the week of a season, plus reimbursement of incurred mileage expenses that are Workshop related. Candidates should be aware that the stipend does not include any allowance for tax obligations. Taxes are the responsibility of the individual.

The Store Assistant Experience

Meeting the needs of workshop participants in retail sales and, needs of staff members for materials used in demonstrations and/or assignments. One position is available for the winter workshop season and two positions are available for the summer season. The duties involved are assigned to The Store only. Past experience has proven that individuals who work in the store become natural candidates for Course Assistant positions in subsequent seasons. Meals are not included as compensation unless the work schedule requires the individual to be on campus during the lunch hour.

The physical appearance of The Store and maintenance of its inventory are major responsibilities. The Store must be kept in continual order because of the unusually long hours and continual flow of business. Because workshops run seven days a week, Store Assistants will be required to work weekends. Regular store hours are as follows:

Store Hours (subject to change)

Sunday -- 2:00 P.M. to 6:00 P.M.

Monday through Friday -- 8:00 A.M. to 6:00 P.M.

Saturday -- 8:00 A.M. to 1:00 P.M.

Store Assistant General Guidelines and Responsibilities

- Opening, closing and securing The Store.
- Operating the cash register and credit card terminal.
- Shipping and receiving inventory.
- Stocking inventory as required.
- Nikon camera loan check-out to participants and tracking.
- Receiving, tracking, and following-up orders for C-41 processing and prints.
- Providing assistance to participants regarding use of Nikon cameras: film (35 mm, medium format, and 4x5 field cameras and digital
- Providing assistance to participants regarding use of photographic peripherals such as light meters, strobes, filters, films, papers and chemistry.