



**Position: STUDIO ASSISTANT**  
**Reports to: EXHIBITIONS MANAGER**  
**Location: Santa Fe, NM**

**AH HAA SCHOOL FOR THE ARTS**  
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Founded by Daniel Tucker in 1991, Ah Haa School for the Arts (Ah Haa) has been inspiring people of all ages to discover, nurture and celebrate their creative possibilities. Ah Haa School for the Arts' mission is to create community and joy through the arts for Telluride, the surrounding communities and visitors alike. Ah Haa is also home to the prestigious American Academy of Bookbinding (AAB).

**What We Are Looking For**

The Studio Assistant will be a creative and dynamic team member responsible for providing assistance and support for Ah Haa Founder, Daniel Tucker. Duties include, but are not limited to organizing the studio; inventorying artwork and preparing artwork and associated materials to be properly archived; assisting with exhibitions. This position will help develop and sustain relationships and partnerships that increase and sustain awareness of Daniel Tucker as an artist, as well as stimulate participation, discovery and exploration about his process and artwork.

This is a part-time, hourly, non-exempt position. Occasional evening and weekends may be required.

**CORE RESPONSIBILITIES**

**Inventory and Archiving (80%)**

- Assist Daniel Tucker in the organization and inventory of his artwork spanning over 30 years, this includes but is not limited to keeping a detailed description of each artwork or object; photography of each artwork or object; and digital backup.
- Prepare artwork for archiving by identifying and using best practices in the field.
- Coordinate the day-to-day operation of the studio which may include ordering materials or tools.

**Exhibitions Support (20%)**

- Assist in the pickup, transportation and unpacking of artwork for exhibitions, exhibition preparation and display, and the repacking of exhibit of artwork.
- Prepare and clean the studio for new exhibitions. Coordinate and set up refreshments for openings. Assists in the placing and the secure hanging or installation of artwork on exhibit.
- Assist repair of art work for exhibition, cutting mats and framing paintings and prints.
- In collaboration with Daniel Tucker and the Exhibition Manager, assist in organizing talks and special events.
- Assist in development of all exhibition catalogs, programs, and collateral necessary for print and digital communications per established guidelines and deadlines.
- Conduct tours of the studio and exhibitions.

**REQUIRED SKILLS, ABILITIES AND EXPERIENCE**

- 1-2 years' experience providing gallery, studio or exhibition support.
- Ability to take initiative and effectively adapt to change.
- Strong attention to detail.
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices.
- Works well in a collaborative team environment.

- Excellent verbal and written communication skills
- Represents the Daniel Tucker and Ah Haa School for the Arts in a positive light that encourages participation and engagement with the public, participants, donors, and friends.

**SALARY RANGE: \$19,.23 - \$24.04 depending on experience**

*In compliance with Colorado's Equal Pay for Equal Work Act (EPEWA) we are disclosing the compensation for this position. Factors that may be used to determine your actual salary may include your specific skills, years of experience in this field and in comparison, to other employees already in this role. A potential new employee's salary history will not be used in a compensation decision.*

**NOTE:** This job description is not intended to be all-inclusive. Employees may perform other related duties as established to meet the ongoing needs of the business. AH HAA SCHOOL OF THE ARTS is an "at-will" employer.

AH HAA SCHOOL OF THE ARTS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status, or status as a U.S. Veteran.

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**Ah Haa School for the Arts**

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