



THE ELIOT SCHOOL OF FINE & APPLIED ARTS

JOB POSTING • Facilities & Wood Shop Assistant • P/T

FALL 2022

THE ELIOT SCHOOL OF FINE & APPLIED ARTS

The [Eliot School](#) inspires lifelong learning in craft and creativity for all. Our programs cultivate welcoming environments where people convene across a continuum of age, economic means and backgrounds to build skills, craftsmanship, and community. We sustain connections to communities in Greater Boston and beyond.

~7,000 people (in non-COVID times) engage with us each year. Classes for all ages take place in our schoolhouse and annex, and, for youth, in schools and community centers throughout Boston. Our focus is on manual arts, including woodworking/furniture, sewing/fashion/fiber arts, drawing/painting, book arts/mixed media. Other programs include creative youth development, an annual artist's residency, talks and other events.

The Eliot School staff and board have made explicit commitments to three strategic imperatives: racial equity, artistic excellence, and financial sustainability. This position supports all three.

More than half of our students are young people of color in Boston's public schools and community centers. Our staff and board that reflect the diversity of the communities we serve. We are actively taking a thought-leadership role to interrogate racial inequity driven by foundational, structural, and historical issues in the fields of craft and art education. As part of this, we co-lead the national Racial Equity in Craft Peer Learning Group. We believe that imagination and art-making can support questioning, engagement, and recognition of one's power to shape one's world. As we rebuild from the pandemic, we remain committed to our mission – the mandate to serve all.

FACILITIES & WOOD SHOP ASSISTANT

[The Eliot School](#) inspires lifelong learning in craft and creativity for all.

The Facilities & Shop Assistant helps the Facilities Manager with maintenance, repairs and improvements to the building, the wood shop and other classrooms. This is a part-time position at 12 hours per week. Additional hours may be available from time to time as a Teacher or Teaching Assistant.

This position reports to the school's Facilities Manager. They supervise volunteers and paid assistants as needed.

The Facilities & Shop Assistant must be able to work independently and as part of a team. They must have experience with power tools (table saw, band saw, jointer, etc.), be prepared to follow all safety procedures, and have good mechanical aptitude. They must be reliable, responsible and timely, able to communicate well with other staff, teachers and students, and to meet deadlines with a positive attitude. Enthusiasm, collegiality, creative approaches to problem-solving, and a sense of humor are welcome.

The person in this job is expected to share a commitment to the Eliot School's mission of inspiring lifelong learning in craft and creativity for all. They are expected to follow the Eliot School's Core Values and its Welcoming Statement, both found on the school website's About page.

Responsibilities:

- Assist with building maintenance, repairs and improvements as needed. Help keep schoolhouse and annex in good repair.
- Participate in routine, scheduled and other maintenance of wood shop equipment; help keep wood shop orderly and in good repair.
- Maintain presentable and clean facilities, including duties such as sweeping, cleaning surfaces, emptying trash and recycling, restocking supplies, deliver and pick up linens, and other duties.

- Prepare wood and supplies for woodworking and other classes and partnerships. This may include preparing prototypes of projects and preparing multiples of project kits for classroom use.
- Help transport, unload and store shipments of lumber and supplies.
- Help set up and break down for occasional special events in our schoolhouse and off-site.
- Attend regular staff meetings, teacher meetings and other school events.
- Perform other reasonable tasks and requests, as needed, as specified by the Facilities Manager.
- Opportunities may arise for additional hours working as a Woodworking Teacher and/or Teaching Assistant, either in our schoolhouse or at partner or program sites. This will depend upon interest, skill, experience, aptitude and availability, and on Eliot School schedules.

Requirements:

Able to lift up to 50 lbs and perform tasks requiring physical exertion indoors and outdoors.

CORI check required.

The Eliot School is an Equal Opportunity employer and is committed to maintaining a diverse workplace that is welcoming to all.

Salary & Benefits

Starting rate of \$20 per hour. Health insurance (partial); employer match for 401k retirement plan; family & medical leave.

To Apply:

Please fill out this survey and follow the code instructions:

<https://www.surveymonkey.com/r/35C7NWJ>

Send resume, cover letter and three professional references to Jazz Gonzalez, Facilities Manager jgonzalez@eliotshcool.org with “Facilities & Wood Shop Assistant” in the subject line.

We hope for a November 1 start date, but will accept applications on a rolling basis until the position is filled. Please no phone calls.