

Position Available: Studio Assistant

Hours of Work per Week: 31

9-4 (half hour unpaid lunch) Monday, Tuesday, Wednesday, Friday

9-2 (no break) Thursday

Starting Rate of Pay: \$14/hour

Responsibilities:

Packaging Incense

Reading and Understanding Orders

Bagging

Tagging – including printing, dying and cutting of tags

Ingredient Prep

Picking out stems

Grinding herbs

Incense Making

Rolling Temple Blend in Frankincense

Sorting and Marking Bamboo Sticks

General Weekly Studio Maintenance

Dusting

Wiping Work Surfaces

Vacuuming, Sweeping and Mopping Floors (as applicable)

Cleaning Bathroom

Possible Additional Duties

Product photography and social media

Market/Festival Booth Assistant

General Customer Service

Formation of Cones (advanced)