

## Studio Assistant – ATTIC STUDIOS – Long Island City NY

### Summary

The Studio Assistant is a full, part-time or freelance position responsible for helping with day-to-day studio operations, equipment handling duties, rental and studio maintenance at a busy photo and film rental studio and event space. This person will work directly with the Studio Manager in ensuring standard operating procedures and practices are being upheld. It involves working closely with clients and potential clients and vendors in person and via other means, including phone and email.

### Essential Duties and Responsibilities include the following:

- Client Relations
- Opening and Closing duties
- Maintaining Studio cleanliness, daily trash
- Prepping equipment order, organization of eq cage and inventory
- Painting, cyc maintenance, studio upkeep and improvements
- Freight elevator operation
- Tracking cyc paint stock and other supplies
- Coffee bar
- Basic administrative
- Some basic janitorial work and fixes

### Qualifications/Required Skills

- Basic Computer skills, experience with Gmail, Word, Excel, Dropbox.
- Minimum 1 year work experience in photo, tv or film industry.
- Basic knowledge of grip, electrical, digital and lighting equipment
- Photoshop and Social Media skills a plus
- Ability to communicate effectively verbally and in writing in English with employees and customers.
- High school diploma required
- Excellent service skills, good attitude.
- Dedication and Commitment

### Physical Requirements

While performing the duties of this job, the employee maybe required to work seated at a desk for several hours at a time and/or stand or walk for extended periods of time on hard surfaces. Must be able to lift objects up to 75lbs. and climb a 10' ladder while procuring items from such height. Specific vision requirements require employee to view computer screens for extended periods of time and manipulate a mouse and keyboard.

### Salary and Benefits

ATTIC STUDIOS offers a 401k plan and will soon offer other benefits to employees. ATTIC STUDIOS LLC is an equal opportunity employer. Interested parties email [info@atticstudios.net](mailto:info@atticstudios.net) or fax resume to 718-360-2943.