

Port Townsend School of Woodworking (PTSW)

Job Title:

Programs Assistant

Reports To:

Programs Manager

Job Overview:

The Programs Assistant is a one year full time position at PTSW intended for individuals beginning a career in woodworking. The first three months of the position are spent as an enrolled student in either Traditions of Furniture or Foundations of Woodworking (PTSW 12 week intensives courses). The following nine months are spent working at the PTSW facilities serving as a teaching assistant, doing stock prep and classroom resets (cleaning, sharpening, etc.), and facilities projects (painting, various repairs, tool maintenance, etc.).

The Programs Assistant position will be scheduled and managed with the growth and development of the individual's skillset and interests in mind.

The Programs Assistant position is a 40 hours a week, salaried position with duties occurring throughout a full week as needed. This includes weekends and weeknights. We will work to develop a mutually agreeable schedule with this position.

Responsibilities and Duties:

- Attend a Winter quarter 12-week intensive as an enrolled student
- Perform stock prep and classroom reset duties as determined by Programs Manager. Typical tasks include cleaning, sharpening, and stock breakdown
- Perform facilities maintenance duties as determined by Programs Manager. Typical tasks might include changing blades on stationary tools, building shelving, deep cleaning, and other projects
- Serve as a Teaching Assistant during PTSW courses. Duties include instruction of students, assisting the Lead Instructor, and generally facilitating the successful delivery of the course

Compensation:

- \$31,500 annual salary (approximately \$15/hour)
- 12 week intensive tuition and registration fees (approximately \$8,000 value)
- Vision, dental, and health insurance (employee cost approximately \$60/month)
- The employee is entitled to 15 paid Combined Time Off (CTO) days during the course of the year. Combined Time Off includes vacation, family leave, sick days, and personal days