

THE CEDARS UNION

AN INCUBATOR FOR THE ARTS

Position Title: Woodshop Fellow

Status: Non-Exempt. One Year Fellowship/Part-Time Paid Position + Free Membership.

Pay Rate: \$15 / hour

Reports to: Creative Director/Managing Director

The Organization's Mission:

The Cedars Union (The CU), founded in 2015 as a 501(c)(3) nonprofit, is a Dallas-based art incubator. The mission is to provide resources including studios, tools, programs, and services for creatives, foster a collaborative and supportive artist community, and advance the arts in North Texas.

Job Summary:

The CU's Woodshop Fellow assists the Creative Director in overseeing The CU's Wood Shop activities, cleanliness, and member safety compliance. The Fellow will have a thorough understanding of the shop rules, and while working, will consistently communicate these to CU members who use the space. The Fellow will teach monthly orientation and regular member workshops, will assist other members with projects as needed, and help members improve their overall knowledge of the tools in the shop while monitoring and ensuring proper use of space and clean-up. All assistance & supervisory tasks are required while on shift only.

Hours will vary but will typically require 8-10 hours per work. (Saturdays - 4-5 hours + 3-4 hours of maintenance per week.)

The position's benefits include:

- Access to free Community Membership and facilities
- Free Member workshops & Discounts on public programs
- Opportunities for professional growth including leading trainings and workshops
- Engagement and ongoing connections with North Texas' arts community

Duties (include but not limited to):

- Perform Shop Safety Orientation for new members (once per month on average), resulting in CU Members demonstrating proficient tool usage.
- Teach one member workshop per month in the Woodshop
- Provide individual tool instruction to members
- Maintain Shop protocol & general cleanliness
- Acknowledge members as they enter the shop area and ensure they reserved the equipment in our software system.
- Have a complete understanding of, and be able to communicate to members, all applicable Cedars Union Shop Rules
- Possess an awareness of all safety equipment, emergency procedures, and egress paths, while ensuring and enforcing safety compliance at all times, including shop rules relating to attire and PPE (Personal Protective Equipment).
- While on shift, report all safety incidents (injuries, required maintenance, unsafe conditions, etc.) to Creative Director or CU management immediately.
- Provide professional supervision and assistance for shop activities when considered necessary.
- Other related tasks as assigned by CU management

Key Skills:

- Aptitude for mechanics
- Familiarity with hand and power tools
- Capacity to analyze a situation and prioritize tasks
- Strong communications skills
- Exceptional hand-eye coordination
- Reliable, punctual, high integrity
- Detail oriented and highly organized
- Willingness to learn to new skills

Qualifications:

- Passion for the arts, artists and creatives
- High school diploma or GED equivalent
- Available to work some evenings and Saturdays
- Previous experience in manufacturing or shop work, including metal or woodshop classes a plus

Physical requirements:

- Must be able to lift a maximum of 70 pounds as needed
- Must be able to stand for extended periods of time.
- Must be able to retrieve items and tools on overhead shelves and bend, stoop to reach supplies.
- Must be able to work in a loud environment due to woodshop equipment noise.

To Apply:

- To apply please fill out the application found on our website: www.cedarsunion.org/employment. Save your completed application and send to jobs@cedarsunion.org. Please include a cover letter explaining why you would be a good fit for the Woodshop Fellow position at the Cedars Union, and a resume if available.
- Please field any questions to info@cedarsunion.org.

Notice of nondiscrimination:

The Cedars Union, a 501(c)(3), is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, sexual orientation and other class of individuals protected from discrimination under state or federal law. It is the policy of The CU to comply with all federal, state, and local laws regarding equal opportunity and other laws. In keeping with that policy, The CU is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, The CU will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any supervisor, coworker, vendor, client, donor or member of The CU.

