

Port Townsend School of Woodworking
Job Description

Job Title:

Shop Technician

Reports to:

Executive Director

Job Overview:

Shop Technicians are responsible for a variety of operational and programmatic tasks at Port Townsend School of Woodworking (PTSW). These include classroom preparation, cleaning and resetting, tool maintenance, facility maintenance, teaching assistance during programs, ordering supplies and tools, and coordination with visiting instructors. Shop Technicians are part of the PTSW Shop Tech Team which meets regularly to coordinate these tasks.

Every Shop Technician will have a unique schedule that is pre-determined annually by the Executive Director. This schedule will include weekday, weekend, Friday evening, and Sunday evening work.

Qualifications:

- Relevant woodworking experience
- Clear, consistent, and respectful communicator
- High level of patience
- Strong organizational skills
- A commitment to anti-racist and inclusive practice

Duties:

General:

- Ensures an excellent student experience at the school consistent with the values of PTSW
- Complies with employee expectations articulated in the PTSW Employee Handbook

Course Planning and Preparation:

- Working with the Executive Director and the Shop Tech Team, Shop Technicians will coordinate shop needs (tooling, materials, and setup) for PTSW courses. This work will involve communicating with PTSW Faculty and PTSW Visiting Instructors.
- Participate in discussions and decision-making on policy, procedures, and best practices at PTSW

Facilities:

- The Shop Technicians will be responsible for the maintenance of all the tools in the PTSW shops and will coordinate those responsibilities through the Shop Tech Team

- Shop Technicians will coordinate maintenance and repairs of the PTSW facilities through the Shop Tech Team

Responsibilities:

- Ensures an excellent student experience at the school consistent with the values of PTSW
- Enforces PTSW's safety policies and procedures
- Actively promotes all of PTSW's courses
- Assists with maintenance projects as needed
- Assists with classroom reset and stock prep as needed
- Performs Teaching Assistant (T/A) duties as needed
- Actively participating in classroom conflict resolution and accountability towards our classroom culture and values

Compensation:

- Starts at \$20/hour with the option to increase to \$25/hour after six months
- .5 - .75 Full Time Equivalent
- Health, vision, and dental insurance benefits are available at 50% Full-Time Equivalent
- All other employee benefits as detailed in the [PTSW Employee Handbook](#)

Performance Reviews:

Annual raises will be determined by performance reviews.

To apply, please send a cover letter and resume to Executive Director Heron Scott (heron@ptwoodschoool.org). We will be reviewing applications and scheduling interviews beginning on Friday, February 9th. Applications received after that date might be considered.

We are hiring for two of these positions with staggered start dates. Our ideal start dates are March 18th and May 13th.