Name of Organization: Urban Sassafras
Street Address: 100 N. 6th St. Springfield, IL 62701
Website: www.urbansassafras.com
Phone number: 217.210.2303
Agency Contact: Cassandra Ostermeier, Artist/Owner
Email Address: cassandra_pence@yahoo.com
How should students contact this agency? Email
How should students submit cover letters and resumes? Email

General description of agency or business:
We are a growing local business located in Downtown Springfield, which sells artwork, home décor & accessories. We offer parent/child art classes and provide children’s art activities when we are open. This spring & summer, we will host a green-space parklet directly outside our shop. We will utilize this to organize craft sessions a few days a week. We are also expanding our product line to “take & make” craft boxes where customers can come purchase a craft kit and then do the project on their own, either using the parklet space, or to take back home or to their hotel.

Internship or Job Description:

- Learn all aspects of current business including selling products, bookkeeping and display design. Must be good with people.
- Plan & develop our “take & make” craft kits which includes keeping track of inventory & shopping for supplies, curating the project “boxes” and all instructions. Must have some background of crafting, planning & organizing.
- Prepare & supervise outdoor craft sessions utilizing our new parklet 3 x week.
- General shop duties including stamping boxes, bags, cleaning & general maintenance.

Hours per week: 16-18
Number of weeks: 28-30
Position Available: Spring, Summer (preferably both). Looking for same person March – September.
Paid Position: $9/hour

Schedule:

- Mondays 10am - 5pm
- Fridays 1 - 4pm
- Saturdays 1 - 4pm
- floating day of choice 1 - 4pm

Updated: 12/14/2016