



Our Employee Handbook

Welcome and thank you for your interest in working with us here at Kepi Design Group, LLC.

Which consist of our flag ship business ***Martin Studio Photography***, with The AITC-Magazine, DMV Photography Workshops, and The Skyloft F Rental Studio where you will be considered to help us run these entities.

No matter the position you are hired for, you will be responsible for (but not limited too) the items below while working here at all times. Also know the terms of use agreement for the studio, see our web page. And just a hint, if you are the type that doesn't like to read this position with us may not be for you. The details is how we make our clients dreams come true. Below are some important topics to us. Please read.

Customer Service: Scheduled studio tours, walk-ins, responding to incoming calls, emails, confirming appointments, and greeting customers properly is a big part of the job to secure sale opportunities. Also, securing resources and helping the customer plan their project with creative visions is vital piece to what we offer a client who is looking for High-End results.

Anytime someone reaches out to us on the phone, we greet them with the company name "Hello, Skyloft F Rental Studio." Consistent communication is key for your success here, so it's best to ask questions at any time. That can be the difference between getting that gig/work, or not getting it. The studio success is 100% driven by "your" proper communication style.

Dress Code: (If uniform is not provided.) This position has a dress code of "business casual" minimum at all times. Stylish jeans (but no rips or holes,) collared shirt, polo, stylist top or sweater, but no hoodies, offensive text tee-shirts, or slippers/slides are to be worn. Face, hair and nails should represent the educational, luxury, and entertainment business you are in. Our clients visit us all the time, even unannounced. So your appearance here will contribute to the stylish rustic location people love to work in.

Yes we are located in Baltimore, a relaxed keeping it real, laid back city. But we don't dress like that, we elevate our customer's experiences with us at all times and everywhere we go. And that starts with visuals, that's where first impressions are made and kept.

Training: In studio training to help you get familiar with where everything is will be provided either on a one-on-one or in a group setting. This paid training will take place when both the owner or studio manager is available within 14-days.

But before orientation and putting you on the schedule references will be given to you before the orientation training day, and you will be tested on some basic information the day you come in.

Everything you will need to know before orientation can be found on our public web site, and the question will come from that content. Even how to handle our equipment is on the web sites "Resource" page. Study it. Orientation does not mean we have hired you, you will have a 30-day probation period to complete and then we will make a final decision on your position with us.

You will be trained on image editing using CaptureOne and Photoshop. That training will be provided at no cost to you and available the second Thursday of each month. Once you are trained you can make up to **\$10 per** image you have edited.

The Studio Appearance: The studio must be kept clean and orderly the same way for each customer. This means the team will dust, vacuum, clean windows, mop floors, clean the kitchenette, dock storage area, paint floors and walls. All of which you will be responsible for getting it scheduled and done. ***What ever it takes as a team for our customers.***

Outside of the Check-List you will have when you come here to work, if there is something you see that could be better please bring it to the studio manager's, or owners attention. If agreed, we can also put it on the Check List form as well.

Work Hours / Scheduling: This is a ***part-time position*** where you work a set schedule that could include between 0 – 20hrs a month. This includes actual "in-studio" and "off-site" projects you may be assigned. All work hours are assigned through "[When I Work](#)" app.

Compensation: 1) It is based on an hourly fee that ranges from **\$10.00 - \$15.00** an hour (depending on role) with a two hour minimum studio rental shift.

The success of our business and how well you do your part has a direct connection to your granted hours. Your work, attitude, and energy mean everything to us. Don't wait to be told, ask what can you do while you are here to help?

Your "Hourly fee" compensation will be satisfied by us through Paypal.com payments and other online options pre-approved. **You will be paid on the 15th of the month, or the Friday before.**

Staffing Positions:

- *Manager*
- *Studio Assistant*
- *Studio Assistant / Personal Assistant*
- *Studio Assistant / Social Media Manager*

Attendance / Availability: We have these unpaid Requestable types of Time-Off available.

- For any of these reasons that you wish to take off and you are already scheduled please Drop your shift!
 - Holidays (24-Hour notice. NYD, Memorial Day, Independence Day, Labor Day, Thanksgiving, & Xmas.)
 - Personal (PTO, one day a month. 24-hour notice)
 - Sick (12-hour notice)
 - Vacation (14-days a year with 24 hour notice)

In order to change your "Availability" you must do so with at least 7-Days notice. Shifts, you have the ability to "**Release**" your shift up to 24-hours before your shift begins. Which allow other eligible staff members to pick it up. You can "**drop**" your shift up to 12 hours before your shift starts. But you are still responsible for that shift until it's picked up! You can also, swap shifts up to 4 hours before your shift starts.

Please note, folks who request days off and drop their shifts without a leave day balance are subject to disciplinary actions up to termination.

Conclusion: During the hours when you are opening, and or closing the studio and the renters are working; that's a great time to get image editing training completed so you can get proficient to make even more money here. Complacency and the lack of quality is the one thing that removes folks off our schedule. We do not "fire" people, they disappear gently.

So remember, if you have accepted the shift you are saying you are willing and able to follow this information in this document and what was shared with you during training. Also this business can stay functioning and growing keeping our customers experience in mind every minute. If for some reason you cannot work the shift that you accepted, it's up to you to "Drop" the shift and confirm your shift got covered. *Please do not just DROP the shift and forget about it, our customers deserve better than that.*

Want to join us? Then see next step below. Until then, review our web site so you can pass the first day of orientation training.

You must get 6 out of the 10 questions asked correct, we are not just going to give you money. So please learn about our business: www.SkyloftFRentalStudio.com

Still want to join us?

Yes, I would enjoy working here and agree to the goals and rules laid out above and look forward to training:

Print your name: _____

Availability Start Date: _____

eMail Address: _____

Phone Number: _____

Cont.

Mailing address:

Street: _____

Apt. Suite#: _____

City, State, Zip: _____

Paypal or CashApp: _____

Your signature: _____

(We will have you sign a copy once you have passed your studio orientation training. Schedule yours today.)