



Arts@302 Pottery Studio Manager Position Opening

Position Type: Part-Time, 10 hours a week

Reports To: Executive Director

Compensation: Hourly pay of \$15.00 per hour

Job Description: Arts@302 is seeking a part-time studio manager for our pottery studio. We are looking for a dependable, qualified candidate for the essential functions of a studio manager. This is an onsite, part-time position. Arts@302 serves as an education, exhibition and studio space. We pride ourselves in being a creative hub for the local community and we are looking for staff who are eager to contribute to this mission. The pottery studio is home to workshops, camps, and classes. The position of pottery studio manager is essential to the smooth operation of the Arts@302 pottery studio. Benefits will include access to the pottery studio and equipment for personal use and free tuition to one Arts@302 class per semester subject to availability.

Responsibilities:

- Develop a firing schedule for all Arts@302 pottery, including classes, workshops, camps and field trips. This will include mostly low fire clay/glaze, but also involves some midfire clay/glaze. Assistance with some firing is available from 302 staff and other pottery instructors.
- A total of 10-12 hours per week, prioritizing the needs of the studio each week. Note: this may vary from month to month depending on the needs of the studio.
- Maintain the pottery equipment as needed. (wheels, kilns, slab roller and furniture)
- Organize and maintain the clay/glaze storage. Order clay and glazes as needed; this involves 3-5 orders per year.
- Communication with teachers, parents and students about ongoing needs in the studio including the end of session firing. Though the studio manager will not deal with a large number of people, they will be expected to handle communication with our community with respect and maintain a calm and composed demeanor even when dealing with difficult people.
- Meet regularly with the Director of Programming and the Executive Director to coordinate new classes/workshops and ongoing needs for the studio manager position.

Requirements

- Some experience in handbuilding and wheel throwing. Experience in both bisque and glaze firing, including firing both low and mid fire pottery.
- Exceptional time management skills. This position requires the ability to prioritize the most important needs of the studio in any one week.
- Strong communication skills. This position requires ongoing communication with students, teachers and the staff at Arts@302.