

**Status: Part-Time; Non-Exempt; 25 hours/week**

**Eligible for Benefits: No**

**Reports to: Ceramic Studio Manager & Director of Education**

**Department: Education**

### **Overview: Ceramic Studio Tech**

The position of Ceramic Studio Tech is to assist the Ceramic Studio Manager (CSM) with the daily maintenance, organization and general production of the ceramic studio. The Tech will work closely to support the Ceramic Studio Manager in various duties in support of the ceramic studio and customer service.

This position requires a self-motivated, creative individual with strong problem-solving skills, exceptional attention to detail, and the ability to work well both autonomously and as part of our fun and amazing team. This is an excellent opportunity for those interested in working for a non-profit arts organization that serves the local community.

### **Schedule**

- Position is in-person and on-site. The Ceramics Studio Tech will work closely with the Clay Studio Director and Education Director to establish a regular schedule with some flexibility.
- Position may require some evening and weekend hours.

### **Primary Duties:**

- Clean, restock, arrange and organize the ceramic studios.
  - Assist with kiln firing, including loading and unloading, and kiln maintenance and repair as-needed. Scrape and wash kiln shelves as needed.
  - Recycle clay from slurry to consistent pugged clay for youth programs weekly
  - Track and report supply levels to the CSM for replenishment, if needed.
  - Monitor and dispose of sink trap particulate as needed and sink reservoir buckets weekly
  - Assist staff by glazing and firing all ceramic work relating to art parties and workshops
  - Mix 20+ ceramic glazes, 10+ colored slips, and 12+ colored stains as-needed. Maintain a stock of test tiles for these materials.
  - Unload clay deliveries and transport clay to both the storage area and to ceramic studios.
  - Additional tasks in support of the ceramic studio as needed.
  - Work closely with education team members on projects that serve the overall needs and goals of Education Programs or A2AC.
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- Provide answers to questions regarding the ceramic studio and student work.
  - Maintain a positive attitude when students, teachers or customers enter into the studio.
  - Assist ceramic studio monitors or Art Center Staff when help is requested.

### **Minimum Qualifications**

- Strong overall knowledge of ceramic arts and a broad range of ceramics techniques. Examples of this level of knowledge may include, but are not limited to having a BFA in Ceramics or extensive experience working in a ceramics studio.
- Experience firing, loading, unloading, repair and maintenance of electric kilns.
- Experienced in using commonly used equipment in a ceramic studio.

- Knowledge of glazes, glaze mixing, dry materials and other supplies commonly used in a ceramic studio.

### **Required Knowledge, Skills, & Abilities**

- Proactive critical thinking and problem solving skills.
- Strong organization and time management skills.
- Ability to communicate effectively in oral and written form.
- Ability to work independently and/or in a collaborative team capacity.
- Ability to provide exceptional customer service and use active listening skills to interpret customer and instructor needs.
  
- **This position may require significant physical exertion.** Applicants must be able to perform general physical activities that require considerable use of arms and legs and moving the whole body such as lifting, walking, going up and down stairs, stooping and handling of materials that weigh between 50-75lbs.
  
- **Ceramic Studios are environments where hazardous materials and silica dust are present. Applicants are required to take proper precautions and follow standard ceramic studio protocols,** which may include but are not limited to wearing an OSHA-approved respirator and turning on a vent for activities where exposure to these materials is heightened within an enclosed space- such as, but not limited to glaze mixing. Applicants must follow all A2AC dust mitigation measures to help maintain safe studio spaces for all students and employees to work in.

### **Preferred Knowledge, Skills, & Abilities**

- Knowledge of glaze chemistry
- Knowledge of a variety of different clay bodies
- Knowledge of clay recycling techniques and how to properly operate a pug mill
- Proficiency using Google Docs & Google Sheets
- An interest in teaching 1 or more classes/workshops as an Independent Contractor at the Independent Contractor rate..

### **Pay**

\$15/hr

**To be considered for this position, applicants must submit a resume and cover letter to [jspindler@annarborartcenter.org](mailto:jspindler@annarborartcenter.org)** In the cover letter, please include why you are interested in the position, a description of your availability, and any additional information not listed on your resume that supports why you are a match for this position.

**\*Due to the volume of applications we receive, you will be contacted only if you are selected for an interview.**

**\*If you are not selected for an interview, we will keep your application on file in the event that a position becomes available for which you may be a potential candidate.**