

**Status: Full-time**

**Eligible for Benefits: Yes**

**Reports to: Director of Education**

**Department: Education**

### **Overview: Ceramic Studio Manager**

The role of the Ceramic Studio Manager is to supervise the day-to-day operations of the A2AC Ceramics Program. The Ceramic Studio Managers role includes, but is not limited to: assisting the Education Director with ceramics studio programming, scheduling studio spaces, scheduling and managing volunteer studio monitors and paid instructors, providing all classes with an orientation at the beginning of the term, daily/weekly/monthly cleaning and maintenance, and processing student projects. The Ceramics Studio Manager works in conjunction with the Ceramic Studio Tech to support the ceramic studio and provide exceptional customer service.

This position requires a self-motivated, creative individual with strong problem-solving skills, strong attention to detail, demonstrated strong leadership skills, 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 Manager will work closely with the Ceramic Studio Tech and Education Director to establish a regular schedule with some flexibility.
- Position may require some evening and weekend hours.

### **Primary Duties:**

- Provide supervision and oversight of the A2AC Ceramics Studio daily operations.
- Supervise and delegate tasks to the Ceramics Studio Tech that are in support of the Ceramics Studio daily operations.
- Clean, restock, arrange and organize the ceramic studios.
- Assist in the hiring and training of ceramics instructors, addressing issues with performance or studio cleanliness and organization one-on-one as often as needed.
- Assist with kiln firing, including loading and unloading, and kiln maintenance and repair as-needed. Scrape and wash kiln shelves as needed.
- Recycle clay weekly from slurry to consistent pugged clay for youth programs.
- Track and report supply levels for replenishment. If needed, request, purchase, and submit P.O.'s for supplies.
- Monitor and dispose of sink trap particulate as needed and sink reservoir buckets weekly.
- Oversee and assist with glazing and firing all ceramic work relating to art parties and workshops.
- Mix a house standard of 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. Recruit assistance, as needed.
- 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.

- Serve as the face of the A2AC Ceramics Program. Create a welcoming, positive environment for students, teachers, and customers in the Ceramics studio.
- Provide answers to questions regarding the ceramic studio and student work.
- Schedule and supervise ceramic studio monitors. Recruit and train new ceramic studio monitors, as needed.
- Assist ceramic studio monitors or A2AC 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 MFA/BFA in Ceramics or extensive experience working in a ceramics studio
- Experience firing, loading, unloading, repair and maintenance of electric kilns.
- Experience in the repair and maintenance of pottery wheels.
- 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

- Demonstrated success in leadership roles
- 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

\$20/hr

**Apply**

Qualified applicants should send their resume and cover letter to [jqueen@annarborartcenter.org](mailto:jqueen@annarborartcenter.org).