

Access Arts
Ceramic Studio Manager
Call for Applications: DUE DECEMBER 10, 2023

This position is full time (40 hours a week) and the candidate will serve as the sole Ceramic Studio Manager for two clay studio locations. We are looking for a candidate who is excited about teaching clay and has experience in the operation and duties of a ceramic studio. We are looking for someone interested in growing our program and fostering an inclusive and accessible community environment.

The ideal candidate will have:

- Experience overseeing the operation of a busy community studio space
- Experience making and teaching both wheel-thrown and hand-built ceramics
- Ability to make a minimum 2-year commitment, to provide stability and growth to the studios
- Bachelor's Degree in Ceramics, or equivalent experience and demonstrated skill set

Responsibilities will include:

- Maintaining clear communication with other Access Arts staff, which includes regular, weekly meetings with the Assistant Director and the artist-in-residence cohort, as well as monthly all-staff meetings with the Executive Director.
- Supervising artist-in-residence and work-study participants, ensuring they fulfill their assigned weekly and monthly tasks
 - Be available to open and close the ceramics studios for community members as necessary. Typically, 4 times a week.
 - The studio manager is responsible for keeping the studio spaces safe, clean, and in professional condition. This includes all communal areas as well as the kiln room, materials room, pugging room, bathroom, and kiln pad.
- Assisting and training Artists in Residence in using Access Arts equipment (kilns, wheels, mixing glazes, etc.)
 - Be available for critiques and dialogue with Artists-in-Residence about their personal artwork
- Administrative duties

- Communicating with the student body each session regarding studio expectations, rules, and deadlines for completing/firing/picking up ceramic work
- Developing clay programming and scheduling each 6-week class session
 - This typically includes adult and youth clay classes, date nights, and workshops
- Monitoring and maintaining the clay@schoolofservice.org email
- Teaching between 0-2 ceramic classes each 6-week session to a broad range of students of differing age ranges and ability levels. Candidate should be able to demonstrate a large array of clay techniques
 - Classes offerings include, but are not limited to:
 - beginning wheel throwing, mixed level wheel throwing, beginning hand-building, mixed level hand-building, wood-firing, cone 10 gas firing, raku firing, youth clay programming, and areas of personal interest
 - Candidate must have a flexible schedule (evenings and weekends as necessary) to teach adult clay classes
- Maintaining studio equipment that includes, but not limited to:
 - 27 electric clay wheels
 - Small bluebird clay mixer
 - Spray booth
 - 6 electric kilns
 - Olsen 16, updraft gas kiln
 - Raku kiln
 - Assorted Kiln Shelves and posts
 - This typically requires replacing elements and relays in electric kilns, soft brick repair for the Olsen gas kiln, and cleaning, scraping, and washing kiln shelves.
- Mixing assorted glazes that include, but are not limited to:
 - 16 – cone 6 electric glazes
 - 4 – raku glazes
 - 6 – Cone 10 gas reduction glazes
- Helping maintain a supply of raw materials and pre-mixed clay.
- Loading, firing, and unloading the following kilns and temperature ranges:

- Electric bisque firings
- Electric cone 6 glaze firings
- Cone 10 gas kiln
- Raku Firings as needed
- Bi-annual community wood firing.
 - This is a 36-hour wood-firing with a candidate expected to take a leadership role in the firing.
- Above all, the ideal candidate will monitor the care of the studios to make sure that students, staff, and residents are using safe practices with the materials and equipment.
 - This involves visiting the studios, even when classes are not meeting, to see if potential hazards (like clay on the floor and unsafe use of glaze materials) are being avoided and assorted duties are being completed.

Compensation includes:

- Hourly wage of \$15.30 to start
- Health benefits package (Big Tree Medical membership)
- Studio space for personal art-making
- Use of Access Arts equipment for personal art-making
- Enrollment in other Access Arts classes of interest
- Opportunities for professional development, exhibition, and collaboration with other arts professionals

Applications are due December 10th, 2023.

Position to begin immediately upon hire, no later than January 1st, 2024.

Please send your Resume, 5-10 images of student work, and 10 images of personal work to: director@schoolofservice.org. Please include a Cover Letter describing what you view the role of inclusive community art spaces to be today, in regard to contemporary ceramics.