

Job Description

Title: Ceramic Program Assistant

Division: Education

Position Reports to: Studio Program Manager

Date Revised: July 2020

I. General Summary

The Ceramic Program Assistant is a part-time, year-round position with hours that vary between the summer months and school-year months. This position is primarily responsible for studio monitoring and operations, providing assistance and support for smooth day-to-day function of the Katherine Kilbourne Burgum Center for Creativity at Plains Art Museum. Primary responsibilities include operating of kilns and associated ceramic processes, monitoring Open Studio, maintaining cleaning and safety procedures, and other work in support of the studio management. This position requires flexibility with scheduling and availability to work weekends and afternoon/evenings.

II. Job Duties/Responsibilities

- Contributes to daily operations of the ceramics facility which includes regular cleaning of the ceramics studio and maintaining studio organization to ensure the studio is functioning properly and is a safe and accessible environment for students, studio members, and general public visitors
 - Assists Studio Program Manager with ceramic studio functions for Center for Creativity
 - Manages and inventories clay, dry glaze materials, wet glaze mixes, tools, and other materials throughout the studio in an organized and efficient manner
 - Glaze testing and mixing
 - Managing clay reclaim including but not limited to drying out clay, pugging clay, and packaging reclaim for resale or use in classes
 - Executes kiln loading, unloading, and firing, as well as kiln shelf maintenance and kiln room organization and cleaning
 - Organizes project pick up and notification for classes and members in Ceramics Studio
 - Assists with youth ceramics programs, including firing and management of youth projects
 - Assists in monitoring Open Studio, helping studio members using the facility, orientating members to the space, equipment, and tools as needed. Must be flexible with scheduling requirements, available to work some evenings and weekends.
 - During Open Studio, processing studio member payments for firing fees, studio membership fees, as well as clay and material purchases
 - General cleaning to ensure a safe, healthy environment for staff and students
 - Managing clay reclamation including but not limited to drying out clay, pugging clay, and packaging reclaim for resale or use in classes
 - Assists with administrative tasks such as inventory tracking, organization of finances, and grant support
 - Fields phone, email, and walk-in inquiries about Center for Creativity programming
 - Other duties as assigned, or needed
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Job Qualifications/Requirements:

1. High School Diploma/GED required. BA/BS/BFA in Art, Ceramics, or related field preferred.
2. Knowledge of ceramic processes, studio functions, material safety, and tool safety
3. Knowledge of firing, loading, and unloading electric and gas kilns, using potter's wheel, knowledge of glazes and glaze mixing, and all other commonly used supplies/equipment found in a pottery studio
4. Excellent interpersonal and communication skills and ability to intentionally and effectively work with

diverse artists, staff and audiences

5. Command of Microsoft Office Suite programs (Word, Excel, Powerpoint, Outlook), open to learning program registration software
6. Demonstrated organizational skills, including budgeting, attention to detail, prioritization, and time management skills
7. Self-directed, dependable, energetic, highly motivated, and outcome-oriented
8. Physical exertion: may be required to lift approximately 50-100 pounds. These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Employee Print Name _____

Employee Signature_____ **Date**_____