

Job Description

Title: Studio Manager

Division: Education

Position Reports to: Director of Education

Date Revised: January 2024

I. General Summary

The Studio Manager is a full-time (40 hour), year-round position that provides managerial, administrative, and logistical support for the smooth day to day functioning of the Katherine Kilbourne Burgum Center for Creativity at Plains Art Museum. This position is primarily responsible for Open Studio, kiln management and maintenance, and overall studio and building management. This position also requires an overall awareness of all museum programs taking place in the Center for Creativity and can discuss programs as needed with the public and Museum staff.

II. Job Duties/Responsibilities

- Manage logistical requirements of programs and events for adults in the Center for Creativity, including:
 - Adult classes
 - Co-sponsored classes and workshops
- Manage financial, administrative and logistical requirements of Ceramic Open Studio
- Plan and manage supply and repair budget for Center for Creativity programs, including:
 - order clay for youth and adult programs
 - organize and maintain organization of supplies in studios and storage spaces
- Assist with planning and management of C4C building and Open Studio budgets
- Manage Center for Creativity door and key cards, including training back up operators
- Monitor the C4C building interior and exterior and all studios for temperature, cleanliness, maintenance and safety concerns several times a day and report any issues to the Facilities Manager immediately.
- Oversee construction, repair and maintenance projects in the Center for Creativity
- Serve as the primary point of contact for C4C custodians, facilities staff and outside building maintenance personnel
- Manage flow of clay through the studio in an organized and efficient manner for use by students and open studio and for sale to students and public
- Oversee the appropriate rate and timing of production, quality, size, and shape of student work
- Perform and oversee all aspects of the ceramic studio, including loading and unloading kilns, kiln maintenance and repair, clay and material inventories, glaze testing and mixing, clay reclamation
- Schedule, train, supervise and evaluate Ceramic Techs
- Manage project-related youth, family and adult educational programming tasks, including but not limited to:
 - Oversee all kiln firing, including loading, unloading, and glazing of projects.
 - Oversee the organization of school, youth, and community program projects, sorting them in bins and arranging pick-up for programming, with careful attention to deadlines and accuracy.
 - Ensure that ceramics projects are returned to schools / participants between two to four weeks after their museum visit.
 - Provide input on scheduling of school and youth activities, as it affects processing and firing schedules.
 - Clearly communicate any issues, challenges, or material shortages to ensure that projects are returned to schools/students to Director of Education.

- Oversee maintenance, cleaning schedule, set-ups, staffing and security, and organization of the Center for Creativity
 - Assist with cleaning to ensure a safe, healthy environment for staff and students
 - Order equipment when necessary
 - Provide administrative support and management of grant support for education department activity
 - Attend training sessions, as needed
 - Other duties as assigned, or needed
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JOB QUALIFICATIONS/REQUIREMENTS:

1. B. A. or B.F.A. in Ceramics or comparable training required. Minimum 2+ years work experience in the field of ceramics required, including teaching adults.
2. Supervisory and management experience preferred.
3. Kiln maintenance and repair experience preferred.
4. Evening and weekend availability required
5. Strong overall knowledge of ceramic arts, the history of ceramics, as well as pottery making techniques.
6. Working knowledge of printmaking processes and other artistic media.
7. Experience 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.
8. Ability to intentionally and effectively work with a diverse community; high integrity, judgment and discretion.
9. Excellent interpersonal and communication skills.
10. Command of Microsoft Office Suite programs (Word, Excel, Powerpoint, Outlook), open to learning program registration software.
11. Demonstrated organizational skills, including budgeting, attention to detail, prioritization, and time management skills.
12. Self-directed, dependable, energetic, highly motivated, and outcome-oriented.
13. 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** _____