

Job Description

Title: Clay & Studio Program Coordinator

Division: Learning & Engagement

Reports to: Clay & Studio Program Manager

Date Revised: June 2025

I. General Summary

The Clay & Studio Program Coordinator is a part-time, year-round (20+ hours a week) position that supports the daily operation of studio-based educational programs and Open Studio within the Plains Art Museum, with a focus on ceramics. This role assists with organizing classes, maintaining studio spaces, supporting instructors and students, and providing exceptional customer service—particularly to Open Studio members. The coordinator helps foster a safe, welcoming, and inclusive environment that aligns with the museum’s mission and values. This position requires a flexible schedule and regular availability on evenings and weekends.

II. Job Duties/Responsibilities

- Teach ceramics classes and workshops for youth, teens, and/or adults as assigned
 - Assist with scheduling, logistics, and setup for studio classes, workshops, open studios, and events
 - Provide excellent customer service to Open Studio members, including orientation, communication, and on-site support
 - Prepare and maintain materials, tools, and studio spaces for daily use
 - Support clay processing, kiln loading/unloading, and monitor supply levels (training provided)
 - Maintain a clean, safe, and well-organized environment in classrooms and ceramics studios
 - Communicate regularly with teaching artists and participants to ensure a positive learning experience
 - Support registration tracking, attendance, phone and email communications, and studio calendar updates
 - Assist with special events such as Studio Crawls, open houses, and community programs
 - Serve as on-site support during classes, public hours, and Open Studio sessions
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Job Qualifications/Requirements:

- Two or more years of experience working in a ceramics studio, including kiln operation and instructional support
- Familiarity with teaching beginner ceramic techniques, including wheel-throwing and hand-building
- Working knowledge of ceramic materials such as clay bodies, glazes, and kiln firing methods
- Strong organizational skills, with the ability to manage time effectively and communicate clearly
- Collaborative mindset with the ability to work well with students, instructors, and Learning & Engagement Team
- Awareness of best practices and safety protocols in a ceramics studio environment
- Ability to lift up to 50 lbs and stand for extended periods during studio work

Employee Print Name _____

Employee Signature _____ **Date** _____