

Art Association of Jackson Hole

Job title	<i>Ceramics Studio Assistant</i>
Reports to	<i>Studio Coordinator</i>
Classification	<i>Part-Time Hourly</i>

Job purpose

The Ceramic Coordinator assists in the operation and maintenance of an instructional ceramic studio. Perform specialized and technical duties to assure safe and efficient studio operation of studio equipment and kilns. Ability to effectively communicate via phone and email ensuring that all Ceramics studio operations and safety procedures are being followed.

Duties and responsibilities

- Ensure all equipment in the ceramic's studio is safe and running properly
- Trains, provide instruction, and policies to students and instructors on the safe use of studio equipment
- Maintain and submit safety forms to Director of Finance & Operations
- Operating a wide variety of specialized equipment related to ceramics including wheels, mixers, kilns, hand and power tools
- Perform minor repairs and adjustments as needed
- Research and document glaze experiments to develop recipes for color, texture, and adherence to stay current with new trends
- Responsible to complete an accident/incident report form and submit to Director of Finance & Operations in the event anything occurs
- Assure the care, security and proper storage of artwork, equipment, materials and supplies
- Load/unload/fire kilns

Qualifications

Qualifications include:

- Bachelor's Degree
- Communicate tactfully and effectively with the public and studio users
- Ability to multitask
- Strong attention to detail
- Knowledge of ceramic terminology, policies, functions, and practices
- Clay and glaze chemistry
- Operation of kiln and wheels
- Spanish speaking a plus

Working conditions

An hourly employee is paid for the number of hours they work per week up to 40 hours at a determined rate. Per federal law, hourly workers are entitled to overtime pay for hours worked over 40 hours per workweek. Hourly workers are considered non-exempt from overtime pay regulations.

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Physical requirements

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 50 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

Approved by:	<i>Jennifer Lee</i>
Date approved:	<i>4/22/21</i>
Reviewed:	<i>4/22/21</i>