

# Job Posting

## Ceramic Studio Technician/Studio Manager

### Overview:

Are you a ceramic artist looking for a rewarding job supporting your artistic community and practice? Are you a self-motivated, hardworking, resourceful individual who enjoys working with both amateur and professional potters?

In this role, you will be responsible for the day-to-day management of all the operational and technical aspects of the Port Moody Art Centre's ceramic studio. You will also have the opportunity to join our Ceramic Arts Teaching Faculty and supplement the income and duties of this role, with that additional activity.

This role is best suited to a candidate that has both the necessary technical expertise needed to successfully undertake the required duties, and the type of leadership style that can support the Art Centre's efforts to build an inclusive and welcoming atmosphere for everyone who calls this place home. The ideal candidate will report to and take direction from the Program Manager, working collaboratively with them in supporting the ceramic program's overarching goals (including taking key stakeholder input into account), while independently managing the day-to-day operations of the studio effectively.

### Organization Description:

Established in 1998, the Port Moody Arts Centre is a not-for-profit organization housed in a beautiful heritage facility. Functioning as an exhibition space, arts education centre, community rental space, and arts-based birthday party studio, we offer classes in visual arts, ceramics and music.

The Ceramic Program offers classes to children, teens and adults each season (winter, spring, summer), as part of our spring & summer camps/Pro D day programs, and on a limited scale, as part of our arts themed birthday party offerings. In addition, we also offer an Open Studio program and host an annual Ceramic Artist in Residency Program.

### Duties and Responsibilities:

- Manage inventory & stock of all studio supplies, maintaining cost & quality control
- Manage & direct clay disposal/recycling
- Glaze preparation, research & development & testing
- Kiln firing (electric) & maintenance
- Basic maintenance & testing of equipment, and coordination of repairs with outside contractors
- Maintain a safe & clean work environment, conducting cleanup of abandoned work regularly
- Develop & clearly communicate proper safety & studio usage expectations, and enforce them
- Maintain positive & effective communication with the teaching faculty to support their program needs
- Evaluate and authorize requests for access to open studio program (non-students with adequate clay experience working during supervised hours) and extended user program (qualified potters able to work outside supervised hours)
- Maintain all Health and Safety records including up to date MSDS Sheets
- Other related duties that may arise from time to time

## Required Experience/Education/Attributes:

- University/College Fine Arts Degree with significant focus on ceramics OR other equivalent professional experience working with ceramics
- Ability to create ceramic art in both hand built and wheel thrown forms
- Demonstrated technical competency in all aspects of ceramic studio operations
- Demonstrated physical capacity needed to manage a busy ceramic studio
- Collaborative leadership style that values constructive input
- Excellent verbal and written communication skills
- Organized, detail and process oriented
- Strong customer service orientation
- Willing to lead by example on best practices i.e. wearing particulate respirator and safety glasses
- Proficiency in Microsoft Office Suite programs, email and other standard office use software
- Ability to pass a satisfactory criminal and vulnerable sector record check
- First Aid, CPR and AED certificate is an asset
- Artistic, creative, inspirational!

Note: This is not an exclusive or comprehensive listing of the responsibilities required of this position.

**Remuneration:** Competitive remuneration offered, commensurate with experience  
AND the opportunity to join our Ceramics Arts Faculty.

**Schedule of Work:** **15 hours/week** - mixture of daytime, evening and weekends.

**Application Deadline:** **Saturday July 5th, 2019 at midnight**

*Note, interviews will be scheduled upon receipt of suitable applications, even prior to the application deadline*

**How to Apply:** Send application to: **info@pomoarts.ca**  
Attention: **Ceramic Technician/Studio Manager Hiring Committee**

### YOU MUST:

- Send your application in a **SINGLE PDF DOCUMENT**.
- In the subject heading of your email use: **“Application – Ceramic Technician/Studio Manager”**
- Specifically note the following in your application:
  - Type of courses you’re interested in teaching at the Arts Centre in addition to this role, if any
  - Your Remuneration Expectations
  - 3 References
  - Website links or social media accounts that showcase your ceramic work
  - Minimum 10 images of your own ceramic work

The Port Moody Arts Centre is an equal opportunity employer. We welcome applications from qualified individuals from diverse backgrounds, and do not discriminate on the basis of gender, gender identity, race, ethnicity, age, sexual orientation, or (dis)ability.

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.