



Position Title: Studio Manager

Supervisor: Program Director

Time Commitment: Full-time. Schedule Varies

Location: Port Chester, NY

Salary: \$32,000-36,000 commensurate with experience. Includes health insurance, access to communal studio space and free firings.

Clay Art Center, a nationally recognized non-profit center for the advancement and practice of the ceramic arts, seeks a Studio Manager to be responsible for running the facilities and day-to-day operations of the studio. The individual must have experience in a similar ceramic studio environment, technical knowledge of kilns and glazes, and be experienced initiating studio improvements.

Details of the job:

Overall Studio Responsibilities

- Responsible for the reasonable maintenance & repair of all equipment in our two classrooms, independent study space, artist studios, glaze and kiln rooms. This includes our 3 gas and 8 electric kilns, multiple wheels, slab rollers, extruders, tables, shelves, and sink areas.
- Keep studio in good condition and implement safety procedures
- Purchase and maintain inventory for clay, glaze materials, and other supplies based on price and studio needs
- Maintain A/C Units, Furnace, and Air Filtration Systems
- Work with area contractors/businesses to acquire bids for facility improvements
- Working with Program Director, develop and implement protocols and safety guidelines for kilns, glaze room, spray booth and other communal areas
- Maintain clean and orderly work environment including up to date OSHA standards along with protocols to achieve Covid cleaning standards
- Working with Program Director, manage and oversee work exchange program Supervise outside cleaning service if needed
- Working with Program Director, help manage Resident Artist tasks and responsibilities

Artists

- Communicate with artists to ensure safe and efficient studio standards and practices

Education Programs

- Working with Program Director, oversee daily classroom checklist so classrooms are organized and clean, supplies are stocked for classes, and equipment is in working order
- Create and implement efficient processes for student bisque and glaze firings
- Order and prepare supplies and oversee classroom set-up and clean-up for workshops and special events

Kiln room

- Supervise kiln use and ensure all kilns are functioning properly
- Train staff, residents, and artists in kiln procedures as needed
- Undertake kiln repairs and replacement as needed

Glaze room

- Keep glaze room in working order and well-stocked with raw materials, supplies, and equipment
- Ensure classroom materials are mixed and prepared when needed for classes and workshops

Gallery

- Work with Exhibitions Manager to install, deinstall, and pack exhibitions
- Build/repair shelving and furniture as needed

General

- Oversee Residents and Fellow in weekly studio responsibilities including kiln loading, glaze mixing, clay recycling, cleaning, and other responsibilities as needed in partnership with the Program Director
- Supervise Interns and/or Volunteers assigned to Operations
- Attend weekly staff meetings and quarterly facilities committee meetings
- Work with staff to prepare for events, workshops, and lectures
- Acquire parking permits and oversee their use
- Other responsibilities and projects as deemed necessary by the Executive Director or Program Director in order to improve the programs and facilities

Candidate Requirements:

- Experience in a similar ceramic studio environment.
- Technical knowledge of kilns, kiln repair, and glaze mixing
- Knowledge of construction and repair for daily studio upkeep
- Skilled at creating and managing workflow processes
- Aptitude for customer service
- Ability to manage budgets, supplies, and scheduling
- Ability to work independently as well as collaboratively with a team
- Highly organized and detail-oriented
- Supportive of the mission and goals of Clay Art Center

To Apply:

Submit a cover letter and resume as one PDF document to Jessica Zeng, *Program & Sales Assistant* at mail@clayartcenter.org with 'Studio Manager Candidate' in the subject field.

You will receive an email acknowledgement of your application. Review of applicants are rolling and the position will remain open until filled.

Clay Art Center encourages applications from diverse candidates and does not discriminate on the basis of race, ethnicity, sexual orientation, gender identity, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information.