

**Job Title:** Studio Technician

**Job Type:** Part-time, approx. 2 days / week

**Hours:** Approx. 15 hours / week

**Compensation:** Starting \$17/hr + staff shelf

**Pay Schedule:** Bi-weekly (every other Friday)

**GENERAL DESCRIPTION:** Studio Technicians will work under studio management to provide a safe, clean, reliable, and welcoming environment at Morning Ceramics Studio. Major areas of oversight can include:

- Maintaining kiln firing and clay reclamation schedules.
- Processing of purchases, firing drop off / pick ups, tours, workshops, and general inquiry.
- Maintaining & enforcing general studio safety & cleanliness guidelines.

## KEY RESPONSIBILITIES:

- **Kiln Management:** *Loading, firing, and unloading kilns according to the firing schedule & seasonal changes to firing requirements.*
  - Handle community work & studio equipment using utmost care and respect.
  - Load kilns efficiently to maximize pieces processed per fire.
  - Monitor, record, and interpret firing data to ensure kilns are running efficiently and in good repair.
  - General kiln & furniture inspection, cleaning, and maintenance.
  - Unload pieces to designated areas depending on the source.
- **Clay Reclamation:** *Ongoing processing of reclaimed clay, including upkeep of materials & equipment.*
  - Monitor reclaim bucket levels and manage reclaim schedules.
  - Move products through the reclaim process in an efficient manner, always keeping safety as a top priority.
  - Operate & maintain pugmill & clay storage area.
- **Sales, Drop Offs / Pickups, Workshop Processing, and General Inquiry**
  - Respond to all customer & member needs, questions, and concerns in a professional & friendly manner.
  - Accurately record all sales, rentals, etc. Check & record all incoming / outgoing outside firings for readiness and place in the correct holding area.
  - Process and track workshop pieces from trimming through glazing and firing.
  - Provide personalized scheduled & unscheduled tours of the space.
- **Enforcement of General Studio Safety & Cleanliness Guidelines:** *Providing a safe & clean space is paramount to maintaining a comfortable making environment for all members, staff, and visitors.*
  - Monitor use of studio & studio equipment to ensure safe practices are being employed at all times and that all artists have adequate knowledge of their equipment and the ceramic process in general.
- **General Cleanliness & Projects**
  - Floor cleaning, sink cleaning, and maintaining a tidy and welcoming common area environment.
- **Community Engagement & Growth:** *Fostering a positive work environment is one of the most important parts of keeping the studio up and running.*
  - Create & maintain positive relationships with artists.
  - Check in on past, present, and future projects. Provide studio-specific feedback, resources, and recommendations.
  - Connect artists within the community.
  - Assist in the planning & execution of special events & socials.

## PHYSICAL REQUIREMENTS:

- Must be able to lift and carry up to 50 lbs safely and repeatedly.
- Ability to stand, bend, and move for extended periods in a physically active environment.
- Occasionally required to move heavier items with the assistance of equipment or team members.