

Job Title: Studio Manager

Compensation: \$55k - \$65k + Retirement Plan + HRA

Pay Schedule: Bi-weekly, Salary

Job Type: Full-Time

Hours: Monday - Friday, 9am - 5pm

(some weekends may be required)

About the studio: Morning Ceramics is located in SE Portland, Oregon and has been proudly serving the clay community since 2018. What began with a small, empty industrial building has since grown into a humming 5,000 sq.ft. space with a community of 300+ artists. Our quest is to cultivate a professional, clean, bright, warm, and welcoming community space for ceramic artists of all levels, while continuing to expand the services and opportunities that we offer.

General Description: The Studio Manager will oversee day-to-day operations, working closely with ownership to achieve short-term and long-term goals while also ensuring the smooth, successful operation of the studio. The Studio Manager will contribute to the studio's growth through staff development, member connection, and customer engagement.

Major areas of responsibilities include, though are not limited to:

- **Studio Operations & Projects:**
 - Ensuring daily studio tasks and logistics are executed on time and with operational excellence.
 - Continuously assessing and improving studio processes, facilities, offerings, functionality, and design.
- **Educational & Event Programming:**
 - Designing and implementing a diverse range of classes and workshops that cater to various skill levels and interests.
 - Collaborating with artists and instructors to develop innovative ideas that encourage creativity and enhance skill development for all participants.
 - Organizing, coordinating, and promoting special bi-annual events that foster community engagement, showcase member work, invite new participants, and strengthen the community.
- **Staffing & Instructor Recruitment:**
 - Leading hiring and training processes for studio staff and instructors, ensuring a strong team that can deliver on the expectations and meet the needs of the studio.
 - Fostering a positive work environment while providing ongoing support and development.
- **Administration & Financial Management:**
 - Overseeing and managing ongoing operational systems: emails, training guides, etc.
 - Monitoring and managing the studio's operational and payroll budget. Generate and analyze revenue reports with ownership on a regular schedule.
 - Identifying strengths and opportunities within budgets to further studio growth.

Qualifications:

- Proven experience in studio or program management within an arts, educational, or hospitality setting.
- Bachelor's degree or minimum four years work experience in business management, arts administration, or a related field.
- Proficiency with mid-range ceramic processes.
 - *Preferred: Experience in glaze formulation, atmospheric firing, and ceramic instruction.*
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Excellent communication and interpersonal skills, with a focus on team collaboration.
- Proficiency in Google Drive and basic accounting software.
 - *Preferred: Basic knowledge of payroll processes and graphic design.*

Physical Requirements: Must be able to regularly lift up to 50lbs.