

morning.

CERAMICS STUDIO

Job Title: Studio Manager

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

Pay Schedule: Bi-weekly, Salary

Job Type: Full-Time

Hours: Wednesday - Sunday

9am - 5pm

About the studio: Morning Ceramics is located in SE Portland, Oregon where we've been lucky enough to serve the community since 2018. What began with an empty warehouse 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 to meet the needs of ceramic artists of all levels by continuing to expand our services & opportunities.

General Description: The Studio Manager will oversee day-to-day operations to ensure the smooth, successful operation of the studio. Working closely with ownership to achieve short-term and long-term goals, The Studio Manager will contribute to the studio's success by taking ownership of back office administration, staff development, member connection, & 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.
 - Updating and assessing operational handbooks.
- **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.
 - Leading annual performance reviews and regular check-ins with staff.
- **Administration & Financial Management:**
 - Overseeing and managing ongoing operational systems: emails, training guides, scheduling 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.
- **Marketing:**
 - Collaborating & integrating social media and marketing strategies; providing guidance on brand voice, content themes, and campaign goals and promoting studio offerings, membership, and events.
- **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 regular & special bi-annual events that foster community engagement, showcase member work, invite new participants, and strengthen the community.

Qualifications:

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

Physical Requirements: Must be able to regularly lift / move items up to 50lbs, and occasionally up to 75lbs.