Ceramics Studio Manager
Roles & Responsibilities

The Ceramics Studio Manager provides managerial, administrative, and operational support to ensure the efficient day-to-day functioning of the Ceramics Studio. The role also supports the JAC’s Learning and Engagement programs and serves as instructor for both beginning and advanced ceramics programs. The position fosters a culture of collaboration and support.

The position serves as an expert in safe and effective studio practice and is responsible for developing and implementing policies and procedures. The Ceramics Studio Manager ensures clean and efficient operations, consistent materials and supplies, studio safety, and maintenance of studio facilities and equipment. Oversees and administers the Open Studios program and collaborates with the Learning & Engagement director to develop and schedule ceramics classes, workshops, camps, and community engagement programs for all ages and abilities.

Specific responsibilities include:

- Recruiting, train, and supervise interns and volunteers; Support Learning & Engagement director in developing and overseeing ceramics program instructors.
- Support budget development and expense tracking.
- Manage kiln use and firing, glazes and clay reclamation, and other ceramics production activities for educational programs and Open Studios.
- Ensures studio is clean and organized to a high standard.

Other duties as assigned. Supports miscellaneous ad hoc special projects and initiatives across all functional areas of a small non-profit organization with lean staffing.

Competencies

- Highly personable, high level of professionalism; commitment to diversity, equity, inclusion, and accessibility; commitment to organizational values of collaboration and mutual respect.
- A passion for the JAC’s non-profit arts mission;
- High level of knowledge of ceramics methods and practices, including materials, techniques, equipment, artists and facilities.
- Demonstrated experience managing a ceramic studio and supervising instructors.
- Professional teaching experience in a community arts setting.
- Expertise in ceramics materials, glazes and glaze mixing, kiln firing/loading, and all other commonly used supplies/equipment found in a pottery studio.
- A Bachelor’s degree in a related field, Masters preferred; or comparable work experience.
Employment Details
The position is part-time, exempt (hourly) $20-$23/hour, and requires variable work hours, including nights and weekends. Hours are estimated at 15 hours per week, with additional hours possible for special projects and teaching.

To apply: Email a resume, cover letter, and how you heard about the position to: applications@jamestownartscenter.org. Please include the title of the position you are applying for in the email Subject line. All applications are confidential.

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