Temporary Studio Technician Job Description

Pottery Northwest (PNW) has a temporary opening for a part-time Studio Technician from **Mid-May through Mid-July, 2019**. The Studio Tech reports directly to the Executive Director and is the staff member primarily responsible for the studio used by students, resident artists, and guests. As one of the most visible and most accessible staff members the Studio Technician is often the first line of customer service and ensures the best possible experience for our community. PNW hosts classes for 10-week quarters for approx. 185 students a quarter. This position is a part-time hourly, non-exempt position, with frequent weekend and evening hours required.

**Key Responsibilities:**
- Moving student work through the studio (40%)
  - loading, firing, and unloading greenware in bisque & glaze kilns
  - reclaiming clay
  - maintaining student glaze, slips, & washes
- Manage work study students (30%)
  - delegating tasks to 4-5 work study students to ensure student work is processed
- Studio facility (20%)
  - maintaining equipment (kiln/wheel repair, etc.)
  - maintaining materials (ordering dry materials and clay, mixing communal glazes, etc.)
  - facilities maintenance (sinks and plumbing, physical plant, etc.)
- Gallery (5%)
  - assisting with transition between exhibitions (patch & paint, moving pedestals, etc.)
  - assisting with prep for large-scale shows
- Admin (5%)
  - emails, meetings, etc.

**Desired Qualifications:**
- 1 year experience working in a full-scale ceramic studio
- Ability to troubleshoot facility issues and work with service providers/vendors when necessary
- Knowledge of glaze chemistry and glaze mixing
- Experience firing gas and electric kilns
- Customer service experience; experience working with diverse populations a plus
- A collaborative attitude and the ability to troubleshoot problems as they arise
- Eagerness to contribute to the unique and supportive community Pottery Northwest has cultivated over the last 53 years
- This position requires the ability to bend, reach, and lift at least 50 pounds
- Flexible availability to accommodate weekend and evening hours

**Pay:**
- $18/hr paid monthly for approximately 3 months
- 20-30 hours a week estimated
Points of Clarification:
This position is not a resident artist position or in any way a guarantee of a future residency. Employment at Pottery Northwest is not a guarantee of teaching opportunities, private studio space, or exhibition and sales in the gallery. Employment is not based upon artistic ability, although an appreciation for the ceramic arts is a plus.

PNW is committed to equal opportunities of employment for all qualified persons without regard to race, age, ethnicity, sex, marital status, sexual orientation, gender identity or expression, national origin, citizenship, military or veteran status, or any other basis protected by applicable laws or guidelines related to employment. PNW strongly encourages qualified candidates from diverse backgrounds to apply; especially candidates from backgrounds typically underrepresented in the ceramic field.