

Mississauga Potter's Guild Part-time Employment Opportunity

Description:

The Mississauga Potters' Guild is looking for a part-time Studio Technician. The studio is run by and for members. The successful candidate will be responsible for fulfilling tech duties as outlined below to ensure the studio is maintained. Successful candidates will be motivated/knowledgeable about the ceramic creative process and equipment, be a team player able to coordinate with Guild Executive, be flexible to work/attend occasional meetings and host events/orientations, be trustworthy and a leader with confidence in managing a studio space, have a friendly demeanor and great people skills, and have safety knowledge related to chemical handling and kiln operation. Must be able to submit to a background check if required.

The studio is equipped with potter's wheels, slab roller, pug mill, hand-building tables, spray booth, glaze kitchen, and kiln room.

Position: Part-time Studio Technician

Sector: Non-profit organization

Hours: 15 hours per week, flexible

Posting Closes: November 5, 2018

Position Starts: Immediately

Duties will include:

- Scheduling and firing communal bisque and glaze kiln once a month
- Booking kiln firings for guild members using online Google calendar
- Ordering supplies from suppliers for studio and classes
- Maintaining studio inventory: clay, tools, glaze materials, cleaning supplies, etc.
- Monitoring and making studio glazes and slips while practicing safe chemical handling, proper mixing/containment of glazes
- Making glaze and bisque cone packs for general use
- Making kiln cookies for general studio use
- Managing general inquiries from members and public about studio procedures, activities etc.
- Managing clean up, bisque, and glaze, of open studio pieces
- Sending emails to the membership regarding various volunteer opportunities or studio updates
- Scheduling, attending and/or performing equipment maintenance (ie: clay traps, kiln maintenance, being on site when landlord or repair person requires guild access)
- Running membership clinics and tutorials for spray booth/compressor use and kiln firings
- Reclaiming and pugging studio reclaim clay weekly
- Overseeing general studio use by members to make sure rules and procedures are being followed
- Organizing and coordinating yearly studio clean up
- Cleaning and tidying if needed (light, general)
- Completing some computer emails, and administrative tasks (basic knowledge and access only)

Requirements:

- Some post-secondary ceramic education or equivalent experience
- Technical knowledge of ceramics materials, processes, and equipment
- Must be knowledgeable in the operation of electric kilns
- Excellent verbal, interpersonal and communication skills
- Strong time-management, multi-tasking, and organizational skills
- Ability to work flexible hours including some weekends
- Some heavy lifting (50 lbs)

How to apply:

Please forward your cover letter and resume to studio@mississaugapotters.com.

We thank all applicants for applying but only those short-listed for an interview will be contacted.