

**The Clay Studio of Missoula announces the following employment opportunity:
CERAMICS STUDIO MANAGER**

ABOUT THE CLAY STUDIO OF MISSOULA

The Clay Studio of Missoula is a non-profit organization in Montana dedicated to the promotion, education and provision of resources in the ceramic arts. We offer a wide array of ceramics classes and workshops to adults and children of all levels of skill. We provide local ceramicists with inexpensive access to studio space and professional quality equipment. We host resident artists from across the country who are able to share their ideas, experiences, and techniques with our students. And we hold exhibitions of contemporary ceramic works, representing an array of regional ceramic artists in our gallery.

STUDIO MANAGER JOB SUMMARY

The Clay Studio of Missoula (CSoM) seeks a full-time Ceramics Studio Manager that will provide operational support for programming and member services while managing ceramic facility functions. The Studio Manager establishes and maintains relationships with students, residents, and studio artists and communicates effectively with everyone in our community to ensure an excellent educational experience. The Studio Manager maintains a safe working environment, managing and creating systems to ensure safe practices, and employing technical skills and knowledge in the safe operation and repair of equipment. Qualified candidates seeking this position must value being an educational resource to all within the CSoM community, and must have patience and a great attitude while remaining productive at work.

The Studio Manager position requires excellent customer service and communication skills, strong attention to detail, and the ability to work both independently and collaboratively. The qualified candidate will be flexible, positive, and able to effectively contribute to the growth of CSoM's impact in the community.

SPECIFIC RESPONSIBILITIES

General Studio Operations

- Maintain a clean, safe and orderly work environment in all studio areas
- Work with Resident Artists, Interns and Studio Volunteers on managing studio upkeep assignments and tasks
- Identify and implement safety procedures
- Operate and maintain a wide variety of specialized equipment related to ceramics including mixers, wheels, slab rollers, kilns, and hand and power tools; perform regular maintenance and minor repairs as needed
- Clean and maintain sink trap systems and waste
- Manage clay reclaim, including clay mixing of recycled clay bodies
- Attend monthly First Friday meetings, staff meetings, and facilities committee meetings as needed
- Manage and purchase general cleaning and safety/first aid supplies
- Work in collaboration with all CSoM Staff on special events, including annual fundraisers and studio events
- Attend to other responsibilities and projects as deemed necessary by the Executive Director to improve programs and facilities

Classroom, Work Processing & Studio Supply Management

- Manage workflow; maintain organization and cleanliness in Classroom, Community Studio, Mixing Room, Kiln Shed, Kiln Yard and Kiln Room
- Implement protocols and safety guidelines for kilns, glaze room, spray booth and other communal areas
- Manage end-of-session cleanup and setup of classroom for new class sessions
- Ensure classroom clay and glaze supplies are kept well stocked
- Manage inventory & studio supplies, including clay and material orders
- Implement changes to glazes and materials as needed
- Maintain updated safety manuals for studio operation & safety, including Material Safety Data Sheets (MSDS)

Kiln Operation & Management

- Load, fire, and unload electric kilns and gas reduction firings on a regular basis for processing class, workshop and member work
- Conduct regular maintenance and as-needed repairs to onsite gas and electric kilns
- Maintain kiln furniture and kiln supplies, including shelving, posts, kiln wash, and other kiln room supplies
- Train staff, interns, residents, and members on kiln loading and firing procedures as needed

Studio Intern & Volunteer Management

- Manage Studio Internship Program whereby studio interns help perform kiln loading, firing, glaze mixing, clay recycling, cleaning, and other responsibilities as needed
- Work with Education & Outreach Coordinator to identify and manage volunteers for studio and facility-related activities, including Studio Clean Up Days

CANDIDATE REQUIREMENTS:

- Experience in a similar ceramic studio environment
- Experience and confidence in firing kilns, specifically electric and gas kilns
- Confidence with material knowledge, kiln maintenance, and ceramic equipment repairs
- Experience with customer service
- Ability to work independently as well as collaboratively with a team
- Must have valid driver's license and access to vehicle transportation

Physical Demands of The Studio Manager Position

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation:

- Ability to perform continuous physical activity while working safely with ceramic materials and kilns.
- Ability to use firm hand grip force, manual and finger dexterity, stoop, twist, and balance.
- Ability to lift and carry up to 50 lbs.

The Studio Manager position is a permanent, full-time, exempt position, that reports to the Executive Director. The Studio Manager may be required to work outside of the normal workday and/or on weekends as needed.

STARTING SALARY RANGE: \$35,000-\$38,000+. Awarded salary will be commensurate with qualifications and experience.

Additional Employee Benefits

The Studio Manager will receive complimentary membership to CSoM, dedicated semi-private studio space, and full access to facilities for personal and work-related use.

The Studio Manager qualifies for the following benefits after probationary period/minimums are met:

- Monthly Health Care Stipend
- SIMPLE IRA Retirement Contribution
- Employment Development Funds
- Paid Holidays & Paid Time Off

TO APPLY:

Please submit the following items (preferably in a pdf or MS Word document) with your application:

- cover letter outlining your interest in the position
- resume
- list of three professional references with phone numbers and email contact information

email all application materials in one email to:
Shalene Valenzuela, Executive Director
director@theclaystudioofmissoula.org

Application materials will be reviewed beginning Wednesday, November 3, 2021

Early submissions are encouraged.

This position will remain open until filled. No phone calls please.

Anticipated start date: ASAP
(Ideally between late November-January 3)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, citizenship, age, disability or military or veteran status, or any other legally protected status.