

ART STUDENTS LEAGUE OF DENVER

JOB DESCRIPTION **Ceramics Program and Studio Manager**

SUMMARY:

Under the general supervision of the Director of Programming and Community Engagement, this non-exempt, full time position manages the facility and day to day operations of the ceramics studio including supervising studio staff and volunteers; setting firing schedules; setting glaze formulation, mixing and maintenance requirements; ordering materials and supplies; overseeing equipment purchases; and facilitating maintenance and repairs.

This position also provides input and expertise related to the programmatic aspects of ceramics instruction, to facilitate and promote ceramic art education at ASLD. This includes direct communication with all ceramics instructors, studio technicians, volunteers, interns and students; collaborating with supervisor and program staff regarding planning for and implementing ceramics course offerings, visiting artist workshops, community outreach and ceramics related exhibits. Organizes and implements studio support and logistics for same.

ESSENTIAL QUALIFICATIONS:

- Five or more years' experience as a working ceramic artist.
- Significant experience working in ceramics studios with different kilns and firing processes; technical knowledge of glazes, glaze mixing and all other commonly used supplies and equipment found in a ceramics studio.
- Prior experience working as a ceramics studio manager or equivalent.
- Strong overall knowledge of the ceramics community, the ceramic arts, ceramic processes and ceramic making techniques.
- Interest in ceramics instruction, programming and the planned growth of a vibrant ceramics studio.
- Supervisory and management experience working with staff and volunteers.
- Ability to sustain an organized, efficient, clean and safe studio.
- Strong organizational skills and thorough project and time management.
- Computer skills necessary to carry out management operations, administer studio budget and manage organizational correspondence.

DUTIES AND RESPONSIBILITIES:

General oversight of ceramics studio, manages daily operations and maintains studio materials and supplies. Manages annual budget for ceramics studio. Purchases and maintains equipment. Communicates with ceramics, sculpture and kids camp faculty regarding their studio needs. Manages and trains studio assistants, interns and volunteers. Collaborates with appropriate parties to suggest and implement on-going ceramics courses, workshops, visiting artists, kids' camps and special events. Communicates with students and faculty on programming, scheduling, glazing, firing and ceramic process issues.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the philosophy, principles and practices of community arts education programs and ceramics program. Ability to discuss these programs as needed with the public, administrative staff and faculty.
- Excellent organizational, oral and written communication skills.
- Flexibility and ability to handle multiple tasks and conflicting priorities.
- Ability and willingness to work evening hours and weekends when required, and alternating weekends on a regular basis to provide an onsite presence during open studio hours.
- Ability to promote and maintain an ongoing positive relationship and sense of community with instructors and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. General Studio Organization

- A. Oversee overall organization of the ceramics studio, including main studios, kiln room, glaze mixing and storage areas.
- B. Set-up and arrange studio equipment and shelving to work most effectively and efficiently in studio spaces.
- C. Interview, recruit, train and provide oversight and support to all studio technicians, work/study students and volunteers. Onboard class monitors/assistants.
- D. Create and maintain the open studio schedule.
- E. Create, maintain and implement written studio practices, policies and guidelines for distribution to studio staff, students, volunteers and faculty.

II. Programming

- A. Provide recommendations and input on ceramics programming and potential instructors and exhibits.
- B. Review program proposals by ceramics instructors and collaborate with program staff regarding scheduling and offerings, including database review.
- C. Assist in recruiting, interviewing and onboarding new ceramics instructors.
- D. Participate in regularly scheduled meetings with the Director of Programming and Community Engagement, ceramics instructors and program staff on programming/studio issues.

III. Budget

- A. Manage annual budget for equipment repair, firings, materials and studio supplies.
- B. Consult with supervisor on extraordinary expenses and equipment replacement for the ceramics studio.
- C. Project long term equipment replacement time frames and associated budget.
- D. Provide ceramics expenditure receipts to ASLD accounting staff.

IV. Glazes and Firing

- A. Oversee and schedule all kiln firings, including loading and unloading, and kiln maintenance for ceramics classes and workshops.
- B. Load and unload kilns on an as needed basis.
- C. Fire and/or schedule and supervise all gas kiln firings.
- D. Inform all faculty and students of firing schedules and kiln maintenance issues.
- E. Supervise glaze formulation, testing and mixing and provide technical support to studio staff on the same.
- F. Mix glazes on an as needed basis.
- G. Other ceramics studio duties as needed, including acting as a backup for Studio Technicians' duties.

v. Maintenance and Supplies

- A. Purchase, inventory and organize all studio materials and supplies.
- B. Maintain all studio equipment and kiln furniture.
- C. Check the condition of all equipment on a regular basis.
- D. If repair or replacement is needed, act as liaison with appropriate staff and outside resources for follow up.
- E. Purchase studio equipment.

VI. Communications

- A. Meet regularly with all instructors to receive their input on ceramics programming, communicating with the Director of Programming and Community Engagement to institute changes.
- B. On an as needed basis, meet with instructors on procedures, firing schedules, supply lists, class schedules and other issues/concerns.
- C. Communicate regularly with faculty to ensure the appropriate rate and timing of production, quantity, size and shape of student work.
- D. Collaborate with the administrative team to onboard studio staff, work/study students, volunteers and interns.
- E. Maintain on-going communications with instructors and students during daily studio operations, including providing technical support for the same.
- F. Communicate with the Director of Programming and Community Engagement on ceramics studio "housekeeping" issues.
- G. Meet regularly with ceramics studio staff and attend ASLD team meetings.
- H. Field phone, email, and walk-in inquiries about ceramics studio programming and studio operations.
- I. Conduct occasional instructional sessions for students and faculty on kiln operation, glazing, equipment operation and other related activities.

ABOUT THE ART STUDENTS LEAGUE OF DENVER

Modeled on the famous Art Students League of New York, The Art Students League of Denver (ASLD) first opened its doors in 1987 with a handful of recognized artists teaching over one hundred students within its first year. Today, located in the historic Sherman School in the West Washington Park area, ASLD engages over 900 students a month with over 200 noted artists who teach diverse fine arts courses throughout the year. A 501(c)3 non-profit organization, ASLD is supported by private donations, tuition, foundation grants, and the Scientific & Cultural Facilities District.

At ASLD, every student has the opportunity to study with regionally and nationally recognized working artists in a wide selection of media. Our ongoing classes, workshops and youth summer camps provide hands-on experiences for all ages and ability levels. Community engagement is central to ASLD mission and realized through partnerships with local organizations.

COMPENSATION & BENEFITS

The compensation range for this position is \$21 - \$23 p/hr, commensurate with experience. ASLD's full-time employees qualify for a generous benefits package including: paid leave, employer paid medical, dental and long-term disability insurance.

ASLD's full-time and part-time employees are eligible to take courses or workshops at ASLD at no cost as a benefit of employment, **after a break-even number of students** is reached. Priority is given to paying students. Employees are required to pay for any material fees. Membership is not required for employees to take courses. Additional limits on this benefit may apply during the pandemic.

The Ceramics Studio Manager may use the ceramics studio during open studio time when not working, as well as have a small amount of work fired as a benefit of employment.

ORGANIZATIONAL COMMITMENT

ASLD is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, please send 3 images of your work, cover letter, resume and three references to: Aubrey Ryan, Director of Programming and Community Engagement, Art Students League of Denver, a.ryan@asld.org. Please include "Your Name – Ceramics Program and Studio Manager" in the subject line of the e-mail. Only potential candidates will be contacted. A background check will be required as a condition of employment. Position open until filled.