

## **Position Opening Studio Manager**



### **Creative Arts Workshop is seeking a part-time studio manager for its pottery studio.**

Creative Arts Workshop (CAW) is seeking candidates for a part time studio manager for the pottery studio at its downtown New Haven, CT facility. We are seeking dependable, qualified candidates for the essential functions of a studio manager. This is an onsite, part-time, exempt position.

Creative Arts Workshop is a center for contemporary visual arts in New Haven, serving as an education, community, exhibition and studio space for artists and the broader community. Our mission is simple: foster creativity through engagement in the visual arts. Creativity is part of the human experience and we believe that everyone is inherently creative. Our vision is a thriving New Haven region enriched by creativity—and that CAW helps unlock that for everyone.

The pottery is one of eight well-equipped studios at CAW. It is home to workshops and classes, as well as a membership group of studio potters. The studio manager is an essential function to the smooth operations of the pottery studio.

### **Primary responsibilities:**

1. Maintain and repair the pottery equipment as needed. (wheels, kilns, clay mixer)
  - a. 16 electric wheels
  - b. 3 electric kilns
  - c. 1 clay mixer
  - d. other studio equipment and furniture
2. Supervise clay mixing and recycling
  - a. Train and supervise 2 clay mixers
  - b. Back up clay mixing, glaze testing
  - c. Manually recycle 3 secondary studio clays as needed
3. Maintain required inventories
  - a. Organize and maintain the clay/materials store room
  - b. Clay – in collaboration with operational team, order wet & dry clay materials as needed- involves 8-10 orders per year
  - c. Glaze materials – maintain materials for our common glazes and slips
  - d. Coordinate with and meet material deliveries and store materials
  - e. Low fire glazes – commercial varieties for low fire and YP classes
  - f. Common equipment – sponges, buckets, mops, brooms, etc

- g. Create POs for all orders, work with operations team to secure approvals and coordinate orders
4. General maintenance, repairs and improvements
  - a. General maintenance and repair of studio furniture, sinks, shelving, etc
  - b. Oversee/assist in studio improvements such as work space reorganizations, upgrades, etc
5. Coordinate with pottery department head and Studio Potter group on all activities such as kiln firings, glaze mixing, studio cleaning, etc.

Note: during the pandemic, this position also will coordinate with administration on all related activities to ensure observance of safety protocols.

**Reports to:** Department Head of the Pottery Department. In lieu of department head, reports to Program Director.

**Estimated Number of Hours weekly:** 10-20; Note--this may vary from month to month depending on the needs of the studio

**Start Date:** March 2022

#### **Remuneration and Benefits:**

The position is a part time, regular, exempt employee at-will position. Pay for this position will be commensurate with experience and within the pay structure at CAW. Benefits include

- access to the pottery studio and equipment and a designated work area within the studio potter area\*\* for personal use.
- reduced firing fees, which are 25% of the regular fee
- free tuition to one CAW class per term subject to availability

#### **To apply**

Send cover letter and resume that demonstrates relevant experience to [search@creativeartsworkshop.org](mailto:search@creativeartsworkshop.org). Please include your wage/salary requirements for a part time position of this type.