

The Umbrella Arts Center  
40 Stow Street  
Concord, MA 01742  
PH: 978-371-0820

November 10, 2020

## Ceramics Studio Technician

### POSITION SUMMARY

The Umbrella Arts Center in Concord, MA is seeking a skilled ceramics staff member for our newly renovated and professionally upgraded ceramics studio. The Ceramics Studio Technician is responsible for the overall operation and daily maintenance of The Umbrella's Ceramics Studio, facilitation of all ceramics programs, and support of all ceramics constituents.

The Umbrella's Ceramics Studio includes two classrooms, kiln room (1 gas, 1 soda, and 5 electric kilns), glaze room and all associated ceramics equipment, tools, and materials. The ceramics program, during COVID-19, consists of online classes, curbside pick up and drop-off of clay, greenware, and glaze work, and very limited capacity studio use under COVID-19 protocols for public health and safety. The Umbrella's ceramics constituents consist of registered students, volunteers, 6 resident studio artists, and teaching faculty.

Responsibilities of the Ceramics Studio Technician generally include but are not limited to, operation of kilns, fabrication of glazes, clay reclaim, identifying studio maintenance, cleaning and organizing the ceramics facility, restocking supplies, ensuring studio safety, and generally ensuring that the overall studio is in top working order.

The Ceramics Studio Technician, in consultation with the other members of the Education department, is expected to help implement and manage a robust ceramics program and consult on the ceramics curriculum as taught by the ceramics faculty for youth and adults. The Ceramics Technician helps to ensure that the program is meeting institutional and financial goals and accommodates constituent needs.

This is a temporary part-time, non-exempt position for 24 hours a week, during COVID-19. Optional teaching opportunities are available paid in addition to the above hours at an hourly rate commensurate with teaching experience or 50% of total tuition, if applicable.

*SPECIAL NOTE:* When The Umbrella's Ceramics Studio is able to resume normal operations post-COVID-19 at a level consistent with historical precedent, The Umbrella will be seeking a full-time, 40 hour a week, salaried position, with competitive benefits package, under the title of Ceramics Program Manager. This part-time, temporary position is a great opportunity and holds the possibility for growth for the right candidate.

*Supervisor Structure:* Reports to the Director of Education.



## RESPONSIBILITIES

### *Seasonal, Weekly, and Daily Operations:*

- Constantly manage the flow of ceramics work for the program into and out of kilns
- Regularly perform studio cleaning to minimize dust; vacuum, mop, remove garbage, etc.
- Provide expert guidance and supervision to faculty and student use of the ceramics spaces, equipment, and supplies
- Provide studio policies, COVID-19 policies, and oversee the adherence to said policies
- Establish regular schedule of ceramics related news, notices, schedules and communications
- At the beginning of each session, assign and label shelf space for students
- Train volunteers, assistants and faculty, as necessary
- Maintain and complete logs for an array of tasks, maintenance, and schedules
- Schedule kiln firings
- At the end of each session coordinate the retrieval of finished work by both children and adults; after a suitable pick-up period clear all storage and pick up areas.

### *Studio, Equipment, and Supplies:*

- Review all ceramics studio systems, signage, layout and flow for efficiency and functionality
- Purchase and maintain the inventory of clay and glaze chemicals and other classroom supplies; check shipments for accuracy and place materials in secure storage; mix, label, and store glazes; coordinate invoicing and payment
- Periodically inventory tools and supplies; clean, label, and store over-stock supplies
- Perform basic repairs and coordinate further maintenance through outside services

### *Program Administration:*

- Assist all ceramics constituents with ceramics inquiries and transactions
- Manage the studio artist usage of Umbrella resources and oversee training on equipment use and fee collection
- Ensure the accurate ordering and accounting of studio purchases
- Work with the Education Director to periodically help develop new teachers, programs, and partnerships to the ceramics community.
- In consultation with the Education Director, track revenue and expenses and work to make adjustments when necessary to the ceramics studio and programs
- Review all ceramics related policies and procedures for efficiency and functionality
- Review COVID-19 policies and procedures and ensure their strict adherence from all constituencies

## EDUCATION & EXPERIENCE

- A minimum of Bachelors (BFA) in Ceramic Arts
- A master's degree (MFA) in ceramics, advanced study in ceramics, or equivalent work experience is highly desirable
- Active ceramic artist
- For Teaching: prior teaching and/or classroom experience with adults and/or youth

## REQUIRED KNOWLEDGE & SKILLS

- Technical mastery to use and maintain all ceramic equipment: Gas, soda, and electric kilns, spray booth, potters wheels, pug mills, slab roller, extruder
- Technical mastery and knowledge of: Multiple types of glazing and firing including cone 6 firing, reduction firing in cone 6 or cone 10, soda firing, earthenware firing, raku firing, mixing glazes and glaze chemistry, glaze application, clay body chemistry.
- Clear understanding and awareness of health and safety precautions inherent in a ceramics studio with special attention paid to public safety
- Comprehensive knowledge of the ceramics profession, ceramics facilities operation, and the ceramics arts in general
- Experience with Bailey Kilns a plus
- Ability to safely lift up to 50lbs.
- Highly organized and creative thinker
- Excellent communication skills

## COMPENSATION

24 hours/week; \$23-\$25 per hour DOE

## HOW TO APPLY

Please send a resume and brief letter of interest to Jason Springer, Director of Education at [education@theumbrellaarts.org](mailto:education@theumbrellaarts.org). Qualified candidates will be contacted for Zoom based interviews. Three professional references will be due prior to an interview.

**APPLICATION DEADLINE: Tuesday, December 8, 2020**

## ABOUT THE UMBRELLA

The Umbrella enriches lives and builds a vibrant community through the arts. We inspire creativity, learning, and personal growth through arts education programs, performing and visual arts presentations, and community collaborations.

The Ceramics Studio of The Umbrella is newly renovated and outfitted and is positioned to become a regional destination for ceramics education and artistry.

