

Springfield Art Association
Education Director, Erin Svendsen
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JOB DESCRIPTION – CERAMICS TECHNICIAN / INSTRUCTOR

This job is a full-time 40 Hour work week salaried position.

It is supervised by the Education Director.

Specific instructions are received in relation to work methods and procedures with the work subject to regular inspections and review to ensure maintenance of established standards. Because of the variety of duties performed by this classification, the employee must be able to work flexible hours and be available for weekend and evening work when appropriate on occasion.

EDUCATION:

Preferred/Desirable Qualification: Graduation from an accredited college or university with a bachelor's or master's degree in Fine Arts is desirable.

ESSENTIAL FUNCTIONS:

Communication Skills: Communicates with supervisor and instructors, program participants, parents, volunteers, and a diverse public which includes all age groups to conduct ceramic activities and explain program policies and procedures. Instruct participants in individual and group activities. Train subordinates and volunteers working with ceramics. Writes various basic reports and completes accident/incident reports.

Manual/Physical: Adapts ceramic activities to the needs of participants. Observes students and instructors during program activities to monitor for safety and health standards. Maintains working area and equipment in clean condition. Receives and transports 50 – 75lb bags/ buckets of clay.

Knowledge and Abilities: Knowledge of: ceramic terminology, policies, procedures, functions, and practices; clay and glaze chemistry; the operation of kilns, wheels, mixers and power tools; and interpersonal skills using tact, patience and courtesy.

Technician Responsibilities include, but are not limited to:

- i. Maintain a regular kiln firing schedule as well as coordinating any special firing needs.
- ii. Maintain a kiln logbook.
- iii. Maintain/ service all ceramics equipment
- iv. Communicate with the Education Director to maintain adequate supplies for classes, with alerts about finished pieces, pick-up dates for pots, concerns with the studio, problems with the students, general issues of the studio.

- v. Periodic studio cleanup of unclaimed work, coordinated with Ceramics Instructors.
- vi. Maintain kiln shelves: Kiln wash and grind the shelves once a month.
- vii. Pug Recycled Clay is a constant process.
- viii. Clean the studio with organizing tools, equipment, and supplies, mopping the floors, and wiping down the equipment and furniture.
- ix. Mixing Studio Glazes (colors decided by Tech and Ceramic Instructors) and maintaining inventory
- x. Clean/ Maintain Spray Booth
- xi. Client Services – communication with Instructors and students about studio, updates, and information.

Instructor Responsibilities include, but are not limited to:

- i. 20 Hours of weekly instruction led classes. [Includes prep time]
- ii. Creating the class offering form and syllabus.
- iii. Classroom management
- iv. Educational programming for ages 4 to adult.
 - Beginning levels with teaching standards.

COMPENSATION

The first 90 days of your employment shall be a probationary period. Your employment may be terminated during this period at any time without notice during your first month, and with one week's prior notice thereafter. We may, at our discretion, extend this period for a further 90 days.

SALARY:

Springfield Art Association shall pay you a salary of \$37,440. Payable in accordance with SAA's standard bi-weekly schedule, subject to federal, state, and local withholding taxes and/ or other deductions required by law. Salary shall be subject to adjustments according to Springfield Art Association compensation policy and procedures.

BENEFITS:

Benefits go into effect after your probationary period of 90 days.

Health Insurance- will come into effect after your 90th day of employment. You will have a payout of 25%, while SAA will cover 75%. You will have 100% coverage of dental and vision.

Retirement- SAA will match up to 3% of your total salary into an IRA plan.

Time off- You will receive 2 weeks paid vacation plus holidays off and the days of Christmas to New Year's Day off.

