



## Ceramics Studio Manager

*Kirkland, WA • Starting immediately*

**Status:** Exempt/Salary (40 hrs)  
**Type:** Regular  
**Location:** On-site  
**Supervises:** Technicians, Work/Study Students, Volunteers  
**Pay:** \$54,000 to \$59,000 DOE  
**Reports To:** Education Director

### About Kirkland Arts Center

Kirkland Arts Center (KAC) is a regionally recognized non-profit arts organization that promotes art and art education to ignite individual growth and self-expression, build community, and cultivate cultural vibrancy. KAC values a diverse, inclusive and equitable working and learning environment for all students, staff, and instructors. We believe every member of our community enriches our diversity by exposing us to a variety of ways to understand and engage with the world, identify challenges and work together toward effective solutions.

### Position Summary

Kirkland Arts Center seeks a **Ceramics Studio Manager** to join our welcoming non-profit community and contribute to a vibrant, arts- and education-minded culture on the Eastside. For over 60 years, KAC has served Kirkland and the Eastside and now offers a wide array of visual arts classes and contemporary art exhibitions, all within the historic landmark Peter Kirk Building.

The Ceramics Studio Manager supports the efficient, safe, welcoming day-to-day functioning of the Ceramics Studio, overseeing studio safety as well as the maintenance of studio facilities and equipment. The studio manager is committed to the values of diversity, inclusion, and equity. The position serves as liaison to the clay community and may represent the Ceramic Program to local, regional and national audiences including instructors, assistants, students, and prospective donors.

The Ceramics Manager's purpose is to enable the smooth, safe operations of the ceramics department; foster a supportive, inclusive teaching and learning environment; and work collaboratively with the Education Director, instructors, students, volunteers, and KAC staff.

### Responsibilities

#### Instructors, Volunteers, Students

- Supervise and train studio technician team (2).
- Supervise work/study students and volunteers.

- Train others in safe operation and maintenance of ceramics facilities, including but not limited to: kiln loading, firing and unloading, glaze mixing, supply inventory, equipment maintenance and general cleanliness.
- 1-2 years prior supervisory experience preferred.

### **Teaching and Learning**

- Provide instruction, coaching, and/or mentorship to the KAC community, when necessary and appropriate.
- Develop a welcoming rapport with students, faculty and staff, which aids during scheduled work and open studio hours.
- Act as technical advisor for students and instructors.
- Work with the Education Director, instructors, and students to prepare for classes and workshops.

### **Equipment and Facilities Management**

- Maintain, inventory and replace all equipment, materials, and supplies within the ceramics department, including clay and glaze materials, electric and gas kilns, potter's wheels, clay mixers, extruders, studio furniture and tools, and others as needed.
- Maintain firing schedules, glaze mixing, equipment assessments, routine maintenance for studio equipment and cleaning schedules.
- Ensure safe operation of activities, equipment, tools, chemicals, and materials within the ceramic studios.
- Work with work/study students, faculty, and volunteers to inspect glaze test results and update, change, or add glazes.
- Work with work/study students, faculty, and volunteers to establish open studio schedule, kiln schedule, and other processes or schedules as needed.
- Keep all supplies stocked (clay, glazes, tools, class supplies).
- Assist Education Coordinator with purchasing and coordinating purchasing.
- See that kilns are loaded, fired, unloaded properly and on a timely basis.
- Oversee the safety and cleanliness of the ceramic facilities.

### **Communications**

- Effectively communicate verbally and in writing the studio policies and procedures concerning health, safety, and cleanliness guidelines within the studios.
- Communicate well with all members of the KAC ceramics community and local clay communities.
- Demonstrate commitment to contributing to an inclusive, welcoming working and learning environment where all perspectives are valued and engaged.
- Demonstrate ability to communicate well orally and in writing with diverse audiences.
- Work well and collaboratively with a broad range of people from diverse backgrounds, cultures, experiences, abilities, and heritages.

### **Budget**

- Help prepare departmental budgets.
- Advise on equipment purchases.

- Help the administrative team plan and implement changes/improvements in the ceramics program.
- Advise the Education Director about the effective operation of the ceramics studios, KAC facilities, and the efficacy of the curriculum as well as teaching and learning environment.
- Assist with the Education Department's annual long-term planning processes.
- Participate in the Education Team and KAC staff meetings.
- Complete other duties as assigned.

### **Hours, Location & Conditions**

Kirkland Arts Center is based in Kirkland, Washington. Our team works in the historic Peter Kirk Building. The Ceramics Studio Manager is required to work primarily onsite, with some flexibility.

**Benefits:** Kirkland Arts Center benefits include: medical and dental insurance, generous PTO, one free art course per quarter (\$2000 value), free parking, and relevant professional training.

### **Application Instructions**

KAC is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our staff, students, and governing institutions. Candidates with diverse backgrounds, such as those who identify as Black, Indigenous, Persons of Color and/or LGBTQ+, are encouraged to apply.

Interested candidates please submit a (a) cover letter, (b) resume, and (c) diversity statement to: **registrar@kirklandartscenter.org** with **subject line: Ceramics Studio Manager**

Open until the position is filled.

First review on **February, 01, 2023**