



## **Ceramic Technician Part-time Position**

The Brookline Arts Center (BAC) is seeking a part-time Ceramic Technician to manage an instructional ceramic studio starting this winter. The technician will be responsible for managing studio supplies and maintenance, kiln firing and communication between ceramics faculty.

### **Responsibilities Include:**

#### Organization

- Providing excellent customer service to all families, students and visitors.
- Providing overall care for Ceramics Studio, including efficient, clean and safe operations of studio equipment and kiln.
- Completing inventory for all Ceramics Studio materials and equipment, providing lists to Assistant Director for ordering.
- Providing excellent materials storage and reorganizes as needed, ensuring ongoing weekly maintenance.
- Reclaiming and properly storing clay.
- Loading, firing, and unloading all ceramics work, as well as performing kiln shelf maintenance.
- Creating test tiles for glazes, mixing glazes when needed and properly disposing of hazardous waste.
- Assisting in other Ceramics Studio projects as needed.

#### Program

- Working with Assistant Director to ensure that needs of Ceramics programs are met.
- Working with and supporting all Ceramics faculty to ensure that they have the materials they need and can access them easily for each class.
- Communicating with all Ceramics faculty to ensure that all classes are running smoothly and students' needs are met.
- Providing proper instruction to students and teachers on studio policies and safe use of equipment.
- Monitoring supply safety information, including which materials are safe-for-use and non-toxic.
- Monitoring weekly Open Studio.



#### Community

- Representing the BAC at relevant neighborhood events and in the community.

#### Qualifications:

- Excellent knowledge of ceramics.
- Excellent communication and organizational skills.
- Knowledge of general safety rules and basic first aid.
- Professional and patient.
- Ability to work effectively in teams and individually.
- Knowledge of safe ceramic materials and care of studio space.
- Experience firing, loading and unloading electric kilns.
- MA in Ceramics preferred or equivalent work experience.

\*Interested applicants are encouraged to also apply to our open Pottery Teacher position. See website for more details.

**Please email a resume, cover letter and portfolio of current work (a link or an attachment) to [dalton@brooklineartscenter.com](mailto:dalton@brooklineartscenter.com) with subject "Ceramic Technician". Deadline for applications is Sunday, November 26.**