



Ceramic Studio Technician

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Program
Reports To:	Program Lead, Program Manager
Supervises	Pottery Assistants
Supports:	Guest Teaching Artists
Position Classification:	Long-term Volunteer
Length of Service:	1+ year commitment

POSITION SUMMARY

The Ceramic Studio Technician is responsible for promoting and supporting ceramic arts programs in accordance with the mission, vision, and values of Holden Village. The studio tech is responsible for creating a welcoming atmosphere in the ceramic studio, operating both gas and electric kilns, and managing studio supplies. The studio tech oversees the ceramic studio space and provides support for guest teaching artists. The Technician is also responsible for producing pottery to be sold in the Holden Store. The Ceramic Studio Technician must be outgoing, enjoy interacting with guests, and be able to support studio operations.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Maintaining ceramic studio hours and facilitating a welcoming atmosphere for people of all backgrounds and abilities to explore their creativity.
- Cleaning and organizing the ceramic studio, stewarding materials and equipment, taking inventory, and ordering supplies. Organizing and appropriately storing work created by guests and staff.

- Loading and operating gas, electric, and raku kilns, troubleshooting kiln issues, monitoring firings, and keeping detailed logs of kiln operations.
- Operating pug mill, slab roller, wheels, sink traps, sifters, and other relevant equipment.
- Complying with safety and environmental standards; ensuring the safety of the studio for visitors and studio staff.
- Leading weekly wheel throwing demonstrations, overseeing open studio hours, giving studio orientations, and supporting students as needed.
- Offering a visible artistic presence through the production of ceramic art for Village use or sale in the Holden Store. Consideration should be made to what would be appropriate and successful in conversation with the Program Lead, Program Manager, and Holden Store Lead. All product development becomes the property of Holden Village and all proceeds benefit Holden Village.
- Supporting guest teaching artists by preparing spaces of classes, ordering necessary materials, providing teaching support, and orienting them upon arrival.
- Mixing, testing, and maintaining glazes, slips, and stains and maintaining chemical closet inventory.
- Designing innovative and creative programs that center Holden Village's mission and values, specifically relating to sustainability, justice, and spirituality in collaboration with the Program Lead, Art Studio Tech, guest artists, Worship team, and others.
- Managing payment for classes and material usage.
- Training and supervising Ceramic Studio Assistants.
- Maintaining ceramic studio records and logs, updating files, and reporting to superiors.
- Attending meetings, responding to emails, creating ceramic programming schedules, and helping prepare and manage the ceramic studio budget.
- Able to lift and move materials, equipment, and artwork; able to sit or stand for long periods of time.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Knowledgeable about ceramic arts, including wheel-throwing, hand-building, raku, and mixing, testing, and applying glazes. Experience working with cone 10 and cone 6 clay bodies.
- Experience operating gas kiln, electric kiln, pug mill, slab roller, and sink traps.
- Knowledgeable about safety protocols.
- Demonstrated ability to prioritize, adapt, and be flexible in a dynamic work environment.
- Demonstrated enthusiasm for and ability to develop innovative and creative ceramic arts programs and build community.
- Demonstrated eagerness to learn and practice green technologies and methods of glazing and firing ceramic work.

- Enthusiasm for working with others in groups or on a one-on-one basis and teaching Studio visitors of various skill levels, abilities, and experiences.
- Ability to interact positively and hospitably with people at all levels and in all capacities both inside and outside of the Village, i.e. guests, volunteers, managers, directors.
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities.
- Ability to see the "big picture," be proactive, and work independently.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Is willing to participate in a mutual review after 6-months.
- Commits to work in ways that support and fulfill Holden Village's Mission, Vision, and Values and commits to the terms of the Community of Practice Agreement.
- Extends genuine hospitality to all Villagers and guests; Helps new staff and volunteers integrate into the community.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan.
- Acts as a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Undertakes Work of the Village including dish team, garbology, wood chaining, and stoking.
- Willing to remain in the Village during holidays to accommodate the busy guest season
- Abides by Holden Village's Community Health Protocols and Practices.
- Commits to remain in-Village during peak guest periods, including major holidays such as Easter, Thanksgiving, Christmas, and New Years.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend.
- Food (three meals/day).
- Housing, utilities, internet access.
- Free parking at Fields Point.
- Health insurance (medical, dental and vision).
- Basic life insurance.
- Life Flight membership (emergency helicopter transportation based on medical need).
- Simple IRA account.
- 37 "out" days per year.
- 14 one-way boat tickets per year.
- 21 friends & family days and 21 half-price friends & family days per year.
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.