



# Clay Studio Manager

*Position: Part-time, permanent*

*Reports to: Program Director*

REACH is seeking a responsible, hard worker for a six-hour per week Clay Studio Manager position.

## About Us

REACH STUDIO ART CENTER is a non-profit community art studio located in the REO Town District of Lansing, Michigan. REACH offers out-of-school visual art education for youth of all ages (2-18), and adults from the Greater Lansing Area, taught by local teaching artists.

## Job Requirements

The applicant should:

- Be 21 or over
- Have college degree(s) or comparable experience in ceramic clay studio work
- Have a flexible time schedule, with availability at times throughout the week
- Be able to arrive consistently and on time as scheduled
- Be able to problem solve and do light repairs on equipment
- Proficiency in Excel and Google Drive/Google Calendar use
- Have good physical stamina: be able to be on feet for long periods of time and able to do some lifting and moving of heavy items, up to 50 lbs.
- Be a self-starter, organized, and efficient but thorough while working

## Specific job responsibilities/duties include:

- Coordinating the kiln firing schedule.
- Loading and unloading kiln.
- Organizing clay ware
- Supply (clay, glaze, etc) management (reclaiming, inventory, safety, best practices)
- Equipment (kiln, slab roller, extruder, wheels, small tools, etc) maintenance oversight
- Clay studio volunteer/intern oversight

## Job Details

- **Pay – \$14.00/hour**
- **Hours – 6 hours per week (with potential for future increase in hours)**
- **Location – REACH Studio Art Center Facility.**
- **Anticipated Start Date – January 2019**

## Application Process:

To apply for this position, please go to the link below, or contact [alice@reachstudioart.org](mailto:alice@reachstudioart.org) for an application form.

Deadline for application: no later than December 20, 2019. Application includes:

1. A cover letter & resume to be uploaded this at the end of the google job application form below.
2. A completed job application with references:

Link to application: <https://goo.gl/forms/1YCy7r9b0I4JrQ672>

REACH Studio Art Center is an equal-opportunity work place and as such does not discriminate on the basis of any identity or difference, promoting inclusion and valuing diversity in all forms.