

Clayroom is looking for a self-motivated and results oriented full-time instructor/Studio Manager to help support a new Oakland studio. The role is a full-time (40-hours) salary role. This individual will have the opportunity to work on several areas of a pottery studio including the tech side, teaching 6-week classes, 1-time classes and lots of special projects. Nevertheless, this individual will be the point person and responsible for running the membership program and building out the new community at Clayroom Oakland.

**Position Summary:**

Work hand-and-hand with Head of Studio role to open the studio, build a community and develop a special creative space.

**Core responsibilities include:**

- Own the membership program at Clayroom Oakland. Meaning you're onboarding/offboarding, doing community events (sales, artist talks), member communications, etc..
- Teach 6- week long format pottery classes in areas of wheel-throwing, hand-building, sculpture slip-casting
- Support all tech related items and maintenance of the studio including but not limited to: glazes, reclaim clay, inventory management, helping with clay deliveries, kiln load/unloading, kiln washes
- Teach 1-time events and corporate group classes on as needed basis
- Help support administrative work such as: answering any general inquiry e-mails, phone calls, sending invoices, etc....
- Help create a welcoming and friendly atmosphere and supporting students and members during open studio hours
- Support marketing related work including- social media and email marketing campaigns
- Assist with planning and preparation for events
- Lead and drive special projects such as Art Span Open Studios, social outreach work (i.e. Empty Bowls, fundraisers) and help design a new space
- Be a positive contributor to not only maintaining "status quo" of studio but look for ways to improve the studio and experience
- General cleanup of the studio

**Qualifications:**

- A strong desire to work in the field of ceramics with a minimum of 2-years of experience in ceramics
- Prior experience and proficiency using a pottery wheel
- You love to help and teach people. You get pleasure from doing this
- You love ceramics and are intrinsically motivated here. This is going to be an active/busy role
- Good social and communication skills
- Ability to lift and carry objects weighing up to 35 pounds without assistance
- A self-starter who works well without close supervision and can establish priorities when presented with multiple tasks



Prior experience in tech related endeavors and teaching a requirement. To apply, please send an e-mail  
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to [Jobs@clayroomsf.com](mailto:Jobs@clayroomsf.com) and/or [Annika@clayroomsf.com](mailto:Annika@clayroomsf.com). Please attach your resume.