



We are looking for a self-motivated and results oriented Studio Assistant/tech to help support a community and local pottery studio (Clayroom). This individual will have the opportunity to work on several areas of a pottery studio including the tech side (i.e. loading and unloading kilns, mixing glazes) while also being potentially groomed to teach classes. This role is intended for someone who is passionate about ceramics and is looking to grow professionally. We intend to teach and support this individual in their professional development.

Position Summary:

Assist with the day-to-day operation of the Pottery studio

Core responsibilities include:

- Support all tech related items and maintenance of the new studio including but not limited to: refilling glazes, reclaim clay, inventory management, helping with clay deliveries, kiln load/unloading, kiln washes
- 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
- Assist with planning and preparation for events
- 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 desire to work in the field of ceramics
- Prior experience and proficiency using a pottery wheel
- Good social and communication skills
- A self-starter who works well without close supervision and can establish priorities when presented with multiple tasks

Prior experience in tech related endeavors is a big plus. To apply, please send an e-mail to Contact@clayroomsf.com and please attach your resume.