

Clayroom is looking for a self-motivated and results oriented full-time Instructor/ Studio Assistant Manager to help support a community and local pottery studio (Clayroom). The role is either for a full-time (40-hours) or part-time depending upon the candidate. This individual will have the opportunity to work on several areas of a pottery studio including the tech side, teaching 6-week classes and 1-time classes and lots of special projects. This role is intended for someone who is passionate about ceramics and is looking to grow professionally in the industry. We intend to teach and support this individual in their professional development.

**Position Summary:**

Help support the day-to-day of the studio including studio tech related items, teach events, 1-time classes and eventually 6-week classes and administrative work related to the studio and community.

**Core responsibilities include:**

- 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 6- week long format pottery classes in areas of wheel-throwing, hand-building, sculpture slip-casting
- Teach private events, 1-time events and corporate group classes
- 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
- 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 to [Jobs@clayroomsf.com](mailto:Jobs@clayroomsf.com) and please attach your resume.