

Clayroom is looking for a self-motivated and results oriented Studio Tech Assistant to help support a new community and local pottery studio (Clayroom). This individual will predominantly support and work on studio tech endeavors including kiln (un)loading, glaze mixing, reclaim, event processing, inventory management and facility maintenance. There will also be other special projects based on the candidates' own interest. 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 from a studio tech and facilities perspective. This role is full-time

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
- Develop best practices in the day-to-day of a brand-new studio
- Teach private events, 1-time events
- 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 and have an impact on an organization
- Prior experience and proficiency in ceramics
- You love to help 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
- 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 Jobs@clayroomsf.com and/or Annika@clayroomsf.com and please attach your resume.