

Clayroom is looking for a self-motivated and results oriented full-time instructor to help manager our memberships program for San Francisco. 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

Position Summary:

Work hand-and-hand with running our membership program and helping to build a community and develop a special creative space.

Core responsibilities include:

- Own the membership program at Clayroom SoMa. Meaning you're onboarding/offboarding, doing community events (sales, artist talks), member communications, etc.. and the point person between the studio and members
- Teach 6- week long format pottery classes in areas of wheel-throwing, hand-building, sculpture slip-casting
- Find ways in which to engage with the community via endeavors (i.e. artists talks)
- 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 and or hand-building/sculpture
- 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 and/or neil@clayroomsf.com. Please attach your resume.