

Clayroom is looking for a self-motivated and results oriented full-time Instructor/ Assistant Studio Manager to help support a community and local pottery studio (Clayroom San Mateo). 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 teach long and short format classes, lead our Kid's Class programs, support the day-to-day operation of the Pottery studio and have an impact on a 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 or slipcasting
- 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 our kids class program including but not limited to: designing the classes and picking the projects, maintaining the service on our website, teaching the class, and managing the firing and completion of the work
- 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
- Prior experience working in a studio environment
- You love to help and teach people. You get pleasure from doing this
- Good social and communication skills
- A self-starter who works well without close supervision and can establish priorities when presented with multiple tasks.
- Experience teaching kids of various ages
- Experience mixing and maintaining commercial glazes as well as making glazes from recipes. A passion for glaze making and testing new glazes is a plus
- Prior experience in tech related endeavors is preferred but not required

To apply, please send an e-mail to kelsey@clayroomsf.com and please attach your resume.