



Jamestown Arts Center

Ceramic Studio Manager

Jamestown Arts Center [Part-Time]

About the Jamestown Arts Center

The Jamestown Arts Center (JAC) is a non-profit organization with a mission to engage, enrich, and inspire through extraordinary arts and educational experiences. The JAC is a leading arts and cultural hub for Rhode Island and beyond, where creativity and innovation thrive. Since 2011, the JAC has exhibited world-class artists, hosted theatre productions, live music concerts, dance performances, and film screenings. The JAC offers innovative art and design education for people of all ages, providing a year-round schedule of classes, camps, and workshops for children, teens, and adults.

About the Position

The Jamestown Arts Center is seeking an experienced Ceramic Studio Manager and technician. The ideal candidate must have a background in ceramics, as well as the skills and abilities to maintain the equipment in an active studio. The Ceramics Studio Manager provides managerial, administrative, and operational support to ensure the efficient day-to-day functioning of the space.

The Ceramics studio is a cornerstone of JAC's programming. In addition to classes for all ages, the JAC also runs the Ceramic Artist Residency Program (CARP), which provides access to the studio for ceramic artists to work independently for a 3- or 6-month period of time.

About the Candidate

A BFA in Ceramics is preferred but not required.

Candidate requirements include the ability to:

- Load and fire kilns efficiently and on a schedule
- Mix glazes
- Keep an inventory of clay and glaze material
- Perform general studio maintenance (mopping, organization of supplies, etc.)
- Maintain potters' wheels, kilns, slab roller, extruder, etc.
- Manage clay recycling and operating pugmill
- Answer technical questions as they arise
- Oversee work exchange with volunteers
- Lift 50 pounds (1,000 lbs. of clay are delivered at a time)

The ideal candidate will:

- Work with the Education Director to develop related classes and workshops
- Manage studio members through Google Workspace
- Maintain professionalism in an active environment with different personalities
- Possess a valid driver's license (for travel to off-site events)

This position is 20 hours a week. Hourly rate is commensurate with experience between \$20-\$25/hour. Benefits include paid vacation and paid sick time.

To apply, please send a cover letter and resume to applications@jamestownartcenter.org

The mission of the Jamestown Arts Center is to engage, enrich and inspire our community through extraordinary arts and educational experiences.

The Jamestown Arts Center is an Equal Opportunity Employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.