

Ella Sharp Museum Job Description Senior Ceramics Instructor and Studio Manager

Reports To: Director of Learning and Engagement
Classification: Part time *Non-Exempt*
Department: Education

Location: 3225 Fourth St. Jackson, MI
Supervises: Students (non staff)
Salary range: *Support staff level* \$13-\$16/hr.

About this position

The Ceramics Instructor conducts classes in the museum's ceramics studio for beginner, intermediate, and advanced students. They, with the assistance of the Director of Learning and Engagement, determines the schedules for classes for fall, winter, spring, and summer class sessions. The instructor accepts money from students for tuition, clay purchases, tool purchases, and firing fees. The instructor is responsible for maintaining a clean and safe classroom environment. The instructor is responsible for the security of the building when the evening classes are the last occupiers of the museum building. This position is part time and varies by class schedule. Some weekend work is required.

Representative responsibilities of this office include:

1. Plan curriculum for students with differing levels of skill and experience. Typical lessons may include throwing, hand building, glazing, slip trailing, surface techniques, combo building techniques, and glaze mixing
2. Occasionally lead offsite programming for the Ella Goes to School Programming
3. Order and generally pick up clay, chemical, and other supplies from the distributor and deliver to the museum
4. Sell clay to students, and collect firing fees and deliver all money to the front desk for recording in the museum's accounting system
5. Make all glazes and slips for use in the studio
6. Load and unload kiln and monitor firing process to minimize power usage
7. Repair equipment and arrange for specialized repair services as necessary,
8. Obtain miscellaneous supplies such as shellac, soap, lotion, glue, sprays, sponges, mops, etc.
9. Clean the studio work areas including table, wheels, slab roller, kiln and kiln room, student storage areas, and floor
10. Secure the museum building when ceramics class is the last activity in the evening

Desired Qualifications:

- Experience in all aspects of ceramics techniques and chemistry; teaching experience highly desirable
- Ability to deal effectively with students at all ability and experience levels
- Ability to handle money (cash and checks) accurately and securely
- Basic reading, writing, and arithmetic skills required
- Must pass background check

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level, and lift/carry 50 lbs. The position involves frequent repetitive motion (mopping, sweeping, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

Please send resume and cover letter to Katie Gigliotti, Director of Learning and Engagement at katieg@ellasharp.org or 3225 Fourth Street, Jackson, MI 49203

Application Deadline: Open until filled