



*The Braddock Carnegie Library Association's mission is to provide reliable access to resources that engage compassionate and creative neighbors for the community it serves.*

<b>Job Description:</b>	<b>Bathroom Ceramics Studio Coordinator</b>
<b>Employee Classification:</b>	<b>Non-Exempt</b>
<b>Reports to:</b>	<b>Program Manager</b>
<b>Wage Rate:</b>	<b>\$20/hour; part time 10-20 hours/week</b>

#### **SUMMARY:**

Initially, the Bathroom Ceramics Studio (BCS) Coordinator will be responsible for setting up BCLA's Bathroom Ceramics Studio prior to the building's Grand Reopening and keeping BCLA's Bathroom Ceramics Studio (BCS) and equipment in working order moving forward. They will also develop a budget for the studio and submit necessary purchase requisitions to the Program Director.

The BCS Coordinator will develop programming for BCS including Open Studio and public classes and create the schedule for BCS programming in conjunction with the BCLA Program Manager. They will either staff these programs or work with the BCLA Program Manager to contract staff, in all instances training new members of our ceramics community on how to use equipment safely and effectively. They will work collaboratively with contracted teaching staff, other BCLA staff, volunteers, and community members to ensure all programs run smoothly and the goals of the organization are met.

This position is part-time; up to 20 hours per week – split between studio maintenance/administrative tasks and teaching (note that teaching will not commence until building reopens). The schedule requires flexibility and will require some evenings and weekends for classes. This position has the potential to grow to more than 20 hours per week or possibly to full time as our ceramics program continues to grow in the coming years.

#### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

##### **Program Development and Implementation:**

- Work with Program Manager to develop yearly goals and programming that are in alignment with the mission and methodology of the BCLA. Regular meetings with Program Manager to collaborate on and develop programming.
- Collaborate with other BCLA managerial staff regarding space and resource use.
- Explore and coordinate professional development and staff training opportunities.
- Within the first year, the BCS Coordinator will be tasked with developing and implementing a Ceramics Artists Fellowship program whereby volunteers provide BCS staffing in exchange for BCS access.
- Creating new staff roles as needed.
- Work with Program Manager on budget development and evaluation; Submit purchase requisitions to Program Manager for studio supplies while ensuring that the BCS is staying within budget constraints; suggest income opportunities for BCS to Program Manager.
- Collaborate with community organizations and businesses as appropriate or as directed.
- Organize and set up clay kits for outreach events in conjunction with Program Manager or other BCLA staff as directed by Program Manager.

##### **Operations:**

- Schedule classes and other public-facing programs
- Teach classes as needed or coordinate hiring of BCS contract teachers with Program Manager
- Design in-house studio forms as needed and as reviewed by Program Manager

- Train community members on and oversee the use of our space and equipment in a safe and effective manner. Be responsible for all safety precautions inherent in maintaining a public ceramics studio.
- Schedule and oversee kiln firing preparation and operation, loading and unloading kilns, glaze mixing/development, and maintaining clay traps
- General maintenance of the Bathhouse Ceramics Studio: inspect and care for ceramics equipment and materials; ensure that a schedule for routine maintenance for studio equipment (traps, kilns, wheels, vents/fans; etc.) is carried out on a regular basis; manage inventory; oversee set-up and clean-up of classroom or studio space for programming.

**Communication:**

- Respond to technical questions and Open Studio inquiries from the general public; work with Program Manager on partner inquiries
- Create public communications regarding classes/workshops and work with relevant BCLA staff to promote programs via social media, other promotional material and advertisements, and word-of-mouth.
- Develops BCS knowledge sharing and wayfinding signage and communication
- Attendance at BCLA board meetings (not mandatory)

Other duties as assigned.

**QUALIFICATIONS**

The individual must be able to perform all essential duties described above and must meet the following requirements:

**Education and/or Experience**

- Degree in Ceramics or Fine Arts or Arts Education preferred. High school diploma with equivalent experience in Arts. Established ceramics practice with deep knowledge of ceramics tools, techniques, processes, and equipment.
- Experience operating kilns
- Has management and/or supervisory experience

**Core Competencies**

- Effectively communicate (orally and written) with general public and staff. Ability to identify and communicate any issues affecting the BCLA.
- Is computer literate and familiar with Microsoft Suite and Google Workspace
- Understands the mission of the BCLA and has the ability to define problems, establish facts, exhibit unbiased judgment and initiative in the development, implementation, and evaluation of goals, policies and procedures, and programs for the BCLA.
- Exhibits dependability on the job with respect to being conscientious, thorough, and reliable in achieving the BCLA's goals and the needs of the organization; this includes being available and responsive to issues and concerns as they develop.
- Experience working with people and communities from a variety of ages, backgrounds, and ceramic skill levels.
- Access to a vehicle is preferred, but access to alternative transportation will be considered.
- Need to possess or obtain PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must be able to lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

- The noise level in the work environment varies from quiet to very noisy.
- Respiratory issues may be exacerbated by the dust produced from working with clay.