

Position Summary: The Assistant Director(AD) is a full-time, high-energy position that oversees daily ceramic and warm glass studio operations of the Center as a forward-facing representative. The AD will provide management to the resident artists and instructors. The AD directly supports the Executive Director and Programming Coordinator. Weekends and some weeknights are mandatory for this position to oversee programming, the weekly schedule will change depending on programming needs. Position is supervised by and reports to the Executive Director.

Essential Functions

Supervision/Management:

- Supervise and train RAs and instructors on ICCGS standards. Responsible for staff schedule, must fill in as needed.
- Manage warm glass and clay studio effectively, and manage studio workflow
- Must be able to work in a fast paced environment, with the ability to multitask.
- Proficient working with Microsoft Office Suite and G-suite.
- Kiln supervisor to manage/delegate firing of kilns for warm glass and clay. Must be able to operate both electric and gas kilns.

Behavior/Presence:

- Represent the studio in a positive and energetic manner, in line with the mission and vision of ICCGS.

Teaching:

- Deliver high quality learning experience in workshops and classes in warm glass and clay. Must be able to train staff to teach effectively, and provide coaching as needed

Studio Tasks:

- Ensure studio safety and cleanliness
- Maintain inventory of materials and supplies for clay and glass studios.
- Maintain studio equipment in the warm glass and clay studio, and processing of projects
- Maintain a consistent studio firing schedule for warm glass and clay

Communication:

- Maintain regular effective correspondence with Executive Director, Programming Coordinator, and Glass Director to communicate supply needs, maintenance issues, production updates, and related matters.
- Establish and maintain positive working relationships with RAs, instructors and studio members.

Hours

- Must have flexible full-time hours including: weekends, special events, outreach programs, kiln firings and some evenings.

Qualifications and Experience Required

- **EDUCATION**
 - MFA or significant equivalent work experience in ceramics and/or arts education
- **MANAGERIAL/SUPERVISORY EXPERIENCE**
 - Successful experience completing and delegating daily task assignments

- At least 3 years of experience managing a diverse staff of 5-10.
- **TEACHING:**
 - Experience teaching students of all ages in a community environment in both warm glass and clay.
- **PERSONAL SKILLS:**
 - Possess organizational, interpersonal, and supervisory skills necessary to work effectively with ICCGS staff and community, as well as the general public.
 - Approachable and professional, able to maintain positive working relationships with supervisors, peers, students, parents, and studio members.
- **COMMUNITY:**
 - Community Studio Experience.
 - Enjoy working with children and interacting with a diverse public.
- **TECHNICAL EXPERIENCE:**
 - Working knowledge of ceramic equipment, materials, and gas/electric kilns.
 - Working knowledge of warm glass equipment, materials, and electric kilns.
 - Proficient with Microsoft Office and Google Suite
 - Maintain equipment in warm glass and clay studio
- **PHYSICAL REQUIREMENTS:**
 - Must be able to lift 50lbs, load/unload barrel electric and gas kilns

Hours

- 35 hours a week, additional hours per pay period available with prior approval
- Schedule must be flexible: afternoon, evening and weekends as well as special events.
- Additional 5-10 teaching hours/week may be available seasonally.

Compensation

Starting wage based on skill and experience. In addition to paid hours

- 24/7 personal space and access to facilities
- Material Discount
- Firing Stipend
- Exhibition opportunity

Equal Employment Statement

ICCGS is dedicated to equal employment and advancement opportunities. It is the Art Center's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, without regard to race, creed, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information or any other protected group under applicable state, federal or local law.

Please note that we will begin to review submissions on March 27th.