



## LONDON CLAY ART CENTRE JOB POSTING - STUDIO TECHNICIAN, CERAMICS

Date Posted: August 22, 2019

Application Deadline: ongoing until a suitable candidate is found

Start Date: As soon as possible

Salary: TBD based on experience

Term: Full-time, salaried position - 37.5 hours/week

Region: Southwestern Ontario

City: London

### **Background**

The London Potters Guild (LPG) is the incorporated charity that owns and operates London Clay Art Centre (LCAC) at 664 Dundas Street in the heart of London's Old East Village. Our charitable purpose is ***the advancement of education*** and our mission is:

*"To be the leader in the education and promotion of the clay arts in Southwestern Ontario. We provide high-quality programming, nurture the development of professional clay artists, collaborate with other community organizations, and encourage fellowship in an inclusive and accessible facility."*

LCAC is Canada's only guild-owned and operated facility solely dedicated to the ceramic arts. In our tenth year of operation, a professional staff team manages the facility and its many programs with significant help from a large contingent of dedicated volunteers.

We provide studio space for approximately 140 artists and offer a wide range of programming for all skill levels from beginners to professional clay artists in London and surrounding area.

Our vision is to be recognized by the local and international communities as a world-class clay art and educational centre.

To learn more about the facility and our programming, please visit [www.londonclayartcentre.org](http://www.londonclayartcentre.org)

### **Opportunity overview**

A great opportunity for professional growth for a ceramics technician at the ever-evolving London Clay Art Centre!

We are in an exciting period of organizational development and our program offerings are continually growing to meet the needs of the community. We are looking for a dynamic, full-time Ceramics Studio Technician to help us fulfill our charitable purpose through high-quality programming.

Reporting to the Executive Director, the Studio Technician is responsible for a variety of technical and organizational tasks related to managing all aspects of LCAC's studio operations that fulfill the myriad production needs of classes, workshops, and of LCAC's studio-using members.

The successful candidate must share our passion for developing London Clay Art Centre into a world-class facility through excellence in program delivery at all phases.

To be an outstanding Ceramic Studio Technician, you must be highly organized, detail-oriented, hard-working, and a creative thinker and diplomat who is comfortable working alone or as part of a diverse team of volunteers and staff.

The Studio Technician's goal is to effectively manage and optimize LCAC's studio processes and work flow to support our revenue-generating programming schedule.

## **LCAC STUDIO TECHNICIAN**

LCAC's Studio Technician reports to the Executive Director and works closely with a dedicated team of skilled staff, members, and volunteers, including the LPG Board of Directors, to achieve the LPG's mission. The Studio Tech plays an integral role in maintaining and continuously improving the world-class London Clay Art Centre to support programs and services for professional artists, members, and our many community participants.

### Responsibilities:

- Liaise with and facilitate the work of all other LPG staff, members, and volunteers at London Clay Art Centre
- Load and unload kilns with members', workshops and class work
- Manage Kiln Loading Committee; provide training in conjunction with Studio Potter Program Coordinator and create work schedule
- Order materials and supplies and ensure delivery and appropriate storage
- Maintain and control inventory: first-in, first-out process
- Mix glazes and ensure continuous replenishment as needed
- Manage Glaze Making Committee; provide training in conjunction with Studio Potter Program Coordinator and create work schedule
- Maintain kilns and wheels in good working order
- Make recommendations for equipment replacement or new equipment purchases as appropriate
- Ensure sufficient tools and supplies available for classes and members
- Empty clay sludge from sink traps as needed
- Ensure clay sludge is extracted by truck 2X annually or as appropriate
- Mentor and supervise summer student job placements as appropriate
- Ensure studio users, including instructors, adhere to appropriate health and safety standards and practices (WHMIS)
- Ensure studio users are observing proper studio etiquette (e.g. use of space, hygiene) and are adhering to the LPG Code of Conduct
- Some building maintenance tasks
- Other duties as required

### Expectations

- Provide, at your own expense, a Vulnerable Sector Police Records Check within six (6) weeks of employment start date
- Adhere to the LPG Code of Conduct

- Undergo appropriate WHMIS training and perform work in adherence with health and safety standards and procedures
- Contribute daily to the smooth operations of the facility vis a vis mechanical/technical and human resources issues
- Use initiative to identify areas of improvement for the good of LCAC
- Operate in good faith and work as part of a team to achieve organizational goals while attaining a high standard of accomplishment in the specific area of job expertise
- Continuously act as a brand ambassador for London Clay Art Centre
- Respectfully communicate at all times with staff, members, community partners and others stakeholders

#### Qualifications/Skills

- Prior experience working in a ceramic arts setting
- Familiarity with health and safety issues related to working with ceramic materials
- Technical acumen or strong desire to learn skills related to fixing and maintaining studio equipment
- Strong interpersonal communication skills
- Must be able to lift 50 lb

Salary will be commensurate with experience.

Qualified applicants should send one PDF (no larger than 2 MB) comprising a cover letter with salary expectations, résumé, and three (3) professional references to [darlene@londonclayartcentre.org](mailto:darlene@londonclayartcentre.org). Write "Studio Technician" in the subject line of your email (no calls please) or mail to: London Clay Art Centre, Attention: Hiring Committee, 664 Dundas Street, London, ON N5W 2Y8

LCAC invites applications from all qualified individuals. We are committed to employment equity and diversity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted and all applications will remain confidential.