



Studio Manager Position

About Artillery Ceramics

Artillery is a Latinx-owned community art space in the heart of the Mission's Latino Cultural District, centered in three core values:

- We connect to and honor all Indigenous Cultures;
- We activate our connection with the Earth and preserve nature;
- We grow and empower our BIPOC Community through the arts.

We believe that art is a vital catalyst for social awareness, wellness, and change, and seek to lower barriers of access for BIPOC artists.

Position Summary

Support the daily operations of the membership based Ceramics studio with the studio assistant and volunteer team. Focus area include management of programs and administrative responsibilities of all programs. These include members, classes/ workshops, team management, studio operations around kilns, glazing and wheel management , clay recycling systems and overall maintenance and improvements.

All candidates:

- A minimum of two years' experience working in a clay studio is required.
- A keen eye for detail and aesthetics.
- Self-motivated to work successfully without direct supervision and to set priorities when faced with various duties
- Charismatic with people from all walks of life.
- A passion for the health of the planet and the community, as well as a desire to provide a welcoming community space.
- Regularly able to lift 50 pounds



- Loading and unloading kilns, producing glazes, working with recycled clay, and managing a ceramics studio are all skills that must be mastered.

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Do you want to be a part of a growing environmentally conscious ceramics studio community?

This role's primary responsibilities are as follows:

1. Studio operations: Cleaning on a daily basis, in collaboration with the studio team of volunteers, and work trade. As needed, manage studio improvements and repairs.

Concentration areas:

- Be ready to find solutions when things go wrong with any studio operations. You will be the point contact for troubleshooting.
- Loading, unloading, maintenance, and seasonal programming of new kilns
- Glazing: mixing, inventory management, and glazing
- Environmentally friendly cleaning- outdoor wash station, green ware, glazing ware
- In the Ceramics Studio, implement studio policies and show the safe and responsible use of equipment, tools, materials, techniques, and processes.
- Assist in the creation of a warm and friendly environment, as well as in the support of students and members.

2. Studio Maintenance -

- Studio Maintenance entails managing inventory and acquiring studio materials. Glazes, clay, and other studio supplies, for example.
- Outside of the box thinking to support the community in regulating our “Community Care: Clay Dust Control” Protocols.
- Assess, clean, and organize studio space on a regular basis to ensure a safe and accessible environment for members and students.
- Directing the glaze area involves the mixing and maintenance of all shop glazes, as well as the maintenance of all glaze area tools.



- Support all tech-related issues and studio maintenance, such as kiln mishaps when happening , reclaiming clay system , inventory management, assisting with clay deliveries, kiln load/unloading, and kiln washes.
- Co- leading Clay Dust Control program with the goal of all instruments and surfaces to be cleaned on a regular basis.

3. Member Program with Classes/ Courses

- Running one time and courses to support the engagement of new members.
- Managing instructors.
- Supporting members in having a safe experience and being environmentally conscious with materials in the studio .
- Supporting with ceramics studio questions, clay , glaze questions, motivation, etc.
- Organizing member onboarding and improving.
- Keeping track of member and class budgets.
- Sending out membership communications and newsletters in correlation with the studio assistant.

4. Volunteer/ Internship Program :

- Co-lead volunteer/ apprenticeship program with non - profit director.
- Help coordinate coverage when needed (on call).
- On boarding and training new volunteers on a need basis

5. Teaching/Workshops:

- Teaching one wheel throwing or sculpture class per series.
- Teaching Large group classes when needed.
- Subbing when a teacher doesn't arrive.

6. Team Management and Lead Project Coordination

- Supporting the team on working on lead projects and scheduling.
- We are currently running a number of programs, such as our Clay Dust Control Program, Seasonal Apprenticeship Program, Volunteer Program, and BIPOC Scholarship Program.

7. Administrative Duties



- Finances- Accounting /Processing member payments, class payments, workshop payments etc. Handling daily backend business operations in correlation with owners such as Permits, monthly bills, taxes, etc.
- Scheduling - Instructors, studio assistant and any other roles in the studio.
- Marketing- In correlation with the owner will work on seasonal marketing campaigns.
- Project Management - Implementing new development within the studio to ensure its continued existence. Placing processes in place that foster team and company spirit. Weekly business meetings are held to review and update quarterly and annual targets. developing new connections to assist the growth of the studio.

More information

Full Time Position 30-40 hours .

Hours of operation are Tuesday - Sunday 12-9pm.

Potential Schedule includes two- three closing shifts from 4:30pm- 9pm .

Position salary DOE.

We include studio access and 80% of all art sales in the gallery and at pop-up events.