



Position Description: Director of Ceramics

Director of Ceramics will develop and manage a diversified, innovative and high-quality arts educational program in hand-building, wheel-throwing and clay sculpture. As appropriate, this program area may also include classes for young adults and middle and high school students. The Director of Ceramics must be flexible, have excellent customer service instincts and take direction well.

Essential Functions of Studio:

- Maintain the physical plant appearance/use of the studio facilities and ensure the props, equipment, supplies, and other items necessary for instruction are purchased within budget and available in a timely manner for the completion of class activities.
- Supervise and manage the completion of all student art projects, including kiln firings.
- Train staff, students, residents and interns in the use of studio equipment and studio safety protocols.
- Schedule for loading, unloading, and firing gas, electric and wood fired kilns.
- Inventory and budget for supplies.
- Studio environmental health and safety policies and safe handling and disposal of studio materials.
- Work closely with vendors on equipment and supply needs and with kiln manufacturers for technical support.

Administrative:

- Act as the point-of-contact for the students and teachers.
- Observe instructors and provide performance evaluations to the instructors and to the Executive Director on a regular basis.
- Process and provide instructor pay schedules with documentation of hours worked to the bookkeeper each pay period.
- Secure, maintain, and file all contracts for all instructors.
- Train, orient, evaluate, and maintain competent artists instructors for all courses.
- Coordinate and maintain an appropriate mix of courses and workshops that are artistically and educationally sound.
- Contract with and negotiate teacher pay rates within approved guidelines.
- Create the Ceramics course descriptions and schedules for the quarterly class catalogs.
- Enter courses into the Class Management System and update entries on a quarterly basis or as needed.
- Process registrations (email, walk-in, or phone), answer phones, and provide excellent customer service when in the office.
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- Updates to Google Calendar and other applications as necessary.
- Updates to master list database for changes of addresses or new instructors.
- Monitor enrollment of each class, canceling if necessary, notifying instructors and students, and requesting refunds or credits for paid students.
- Handling customer relations and complaint resolution.
- Order supplies, coordinate classroom resources, and help with any set-up required for classes, workshops and Taste of Art experiences. This includes, in some instances, working on Saturday and/or Sundays.
- Handling other duties as assigned by the Executive Director.

Expected Hours of Work:

The Director of Ceramics is a full time salaried employee who works an average of 40 hours per week, Monday through Friday, and evenings and/or weekends as needed and in consultation with the Executive Director.

Competencies:

- Artistic Proficiency in Ceramics
- Communication Proficiency
- Ethical Conduct Leadership
- Performance Management
- Personal Effectiveness / Credibility
- Problem Solving / Analysis / Strategic Thinking

Supervisory Responsibility: Instructors, Ceramics Technicians, Interns, and Residents

Education and Experience: MFA or higher in Ceramics and experience with Residencies

Benefits: Company-wide employee benefits offered include QESHRA insurance reimbursement, and four (4) weeks of paid time off with additional sick leave and holidays.

Compensation: 48 – 50k

Submission and Deadline: Interested persons should submit a cover letter, resume, and three professional references including one supervisor/board member to amyjordan@sawtooth.org by **November 30, 2022**, or until position is hired. Submissions will be considered as they are received.

Sawtooth School for Visual Art is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

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