



## Resident Artist – Clay & Sculpture

Dual reporting to the Program Director for class scheduling and the Program Operations Manager for studio care & maintenance and instructor needs.

## Position Summary

The Resident Artist of these program areas successfully manages the Clay studio and instructor selections. This contract position requires ability to dedicate 36-45 hours per month (on average) to the care of the studio and program, and weekend work is necessary to maintain the studio between class sessions. Advanced experience in ceramics (production, glaze-mixing, firing) and knowledge of artists and trends in the ceramic field are expected; basic administrative skills are also needed, with some computer work. A Folk School Resident Artist should live within reasonable driving distance to the school to respond to class needs quickly, as they arise.

## Position Responsibilities

- Strategically develop a schedule of Clay and Sculpture classes to maximize enrollment, to ensure student satisfaction, and to support the mission of the Folk School. This includes the ability to locate quality new instructors who are a fit for the school. Knowledge of national ceramics and sculpture instructors, their specialties, and media trends are highly beneficial. It is also expected that the Resident Artist shall engage with students whenever possible to learn their wishes for future classes.
- Monitor enrollment and hire assistant instructors as needed
- The school provides clay for resale to students, relieving instructors of the burden of transporting clay for sale in class. This requires that the Resident Artist proactively determine if there is a specific type of clay needed for each class, order the quantity appropriate for class enrollment, and ensure arrival by the class start date. The school also uses reclaimed clay as an environmental and cost-saving option for students; ability to safely operate a pugger is needed to keep this clay in stock.
- Mix and maintain supply of studio's standard glazes
- Keep additional studio supplies (glaze ingredients, cones, etc.) in stock; reorder as needed, following the Accounting department's protocols
- Set up studio prior to classes, based on instructors' needs
- Greet instructors upon arrival, and orient new instructors to the studio
- Troubleshoot classes during the week as needs or issues arise (on call)
- Monitor student comment sheets about the program and coach instructors regarding class content and delivery as needed
- Care for studio tools & equipment (pottery wheels, slab roller, kilns, etc.) to keep them operating safely and efficiently. The Resident Artist should repair equipment as his/her skills allow, sourcing help from the Maintenance department or outside contractors as needed.
- Do general studio (interior) cleaning & organizing between classes; tidy exterior as needed. Maintain cleanliness and functionality of outdoor sinks used as clay washout area. Acquire Facilities assistance for drainage issues and periodic clean-out.

- Develop and manage annual operating budget for the Clay & Sculpture area. Work with Executive Director on capital needs and partner with Development office and Finance to access restricted funds for studio equipment funded by donors.
- Work with the Marketing department in promoting Clay & Sculpture classes. This may include attending one or more clay conferences annually, funded by the school.
- Plan the annual Empty Bowls event (food-bank fundraiser) in conjunction with the school's Special Event & Volunteer Coordinator. This will include leading area potters in making, glazing, & firing bowls in studio work weeks. Also support other special programming, such as Friends & Family Day (studio open house), Fall Festival, and future activities to be developed, including the potential for evening or Saturday youth/community programs.

### **Education and Experience Requirements**

- High school diploma required
- Experience as a studio artist or ceramics instructor in an educational setting
- Preferred candidate also has knowledge and understanding of the Folk School. It is a plus to have taken one or more classes here and/or to have taught or assisted in our Clay & Sculpture classes.

### **Desired Personal Characteristics**

- Energetic and hard-working
- A friendly team player who relates well to others
- Self-motivated, highly organized, detail-oriented, and able to multi-task
- Ability to problem solve
- Very effective in written and oral communication

### **Physical Demands**

This position requires travel and the ability to drive a car. A current driver's license is required. The position requires that the contractor be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this contract position may frequently require the use of hands to finger, handle, or touch objects, tools, or controls. The contractor must occasionally lift and/or move heavy objects or boxes, up to 50 pounds. While performing the duties of this job, the contractor will likely need to sit and to work at a computer and a potter's wheel. This position requires fluency in English.

## **Applications**

Please submit the following materials by email to [jobs@folkschool.org](mailto:jobs@folkschool.org):

1. Cover Letter that details your experience and knowledge in pottery and studio management, reason for applying, and mutual benefits this position would provide -- benefits you bring to the program, and how you hope to grow from the experience
2. Resume or Curriculum Vitae
3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.