



## **Community Center of La Cañada Flintridge – Ceramics Studio Director**

**30 hours per week, full-time, non-exempt hourly position.**

**Occasional weekend shifts and additional hours, as needed.**

**Salary: \$30-34 per hour**

**Benefits: paid sick leave, paid vacation time, medical & dental insurance, employee discount, use of ceramics facilities**

### ***Overview:***

The Ceramics Studio Director will manage the operation, programming, and growth strategy of the CCLCF Ceramic Studios. The role will focus on advancing the ceramics programming, maintaining, and improving studio safety and compliance, responsibility for equipment purchases and installation, and responsibility for staff training and supervision. This position will report to the Executive Director and manage the Studio Coordinator and Instructor team. The organizational chart is shown below.

### ***Summary of Essential Functions:***

- Responsible for the development, safety, daily functioning, and management of the Studio
- Management of Studio Coordinators and Instructors
- Ensure a sustainable program through program fees and fundraisers
- Oversee the budget for the studio and ensure that the studio is profitable
- Serve as the point of contact for all ceramics instructors and student population
- Work with the Executive Director to grow profitability, advance the current Studio, and create a strategic plan for future direction
- Oversee and manage all aspects of the ceramic sales including logistics, call for artists, applications, fundraising goals, financial summaries, outreach, mailing lists, postcard invites, event equipment, and sale procedures

### ***Responsibilities:***

- Studio Operations
  - Responsible for the daily operations of the Ceramics Studios
  - Continuously develop and update the Studio Safety Program including MSDS and OSHA standard best practices, ensuring the studio is always meeting safety and compliance procedures
  - Manage major equipment purchasing and installation, establish best equipment use, safety and maintenance practices, and train relevant staff on new equipment
  - Work with the Studio Coordinators to lead studio clean up and organization
  - Teach classes, as needed
  - Communicate and enforce the Code of Conduct for students and instructors
  - Establish operational procedures for the timely maintenance of equipment and to ensure tools and equipment are operating at the highest level of functionality and safety while making repairs as necessary

- Ensure material inventory levels are maintained whilst developing and maintaining vendor relationships. Be responsible for material ordering including tools, equipment, clay, and basic studio supplies in collaboration with Instructors and Studio Coordinators
- Provide visible and hands-on studio management regarding loading kilns, overseeing main studio work area, clay recycling, and glaze area
- Work with Instructors to track and organize student work through Greenware, bisque and glaze firing stages
- Operate and maintain a safe, inclusive, and cooperative studio environment in accordance with the CCLCF Employee Handbook and health and safety guidelines
- Staff Management and Development
  - Manage the Studio Coordinators, set objectives, and undertake performance reviews
  - Hire, train, and develop art studio staff and instructors
  - Create, update, and efficiently communicate scheduling of instructors and substitutes
  - Hold monthly or bi-monthly instructor meetings
- Special Events
  - Communicate regularly with the Executive Director regarding special events, studio operations, planning, and other issues and developments
  - Lead and organize the planning and implementation of studio special events including ceramics sales, special workshops, and visiting artists
  - Consider and lead creative ideas to expand the program
- Budget Management
  - Manage the studio budget and take steps to maximize profitability
  - Seek and utilize donations appropriately
  - Meet or exceed previous ceramics sales profits
- Business Planning
  - Work with the Executive Director to identify opportunities to advance the program
  - Create opportunities for advancing the ceramics program as well as adding new programs requiring sign-off from the Executive Director and Board
- Communication
  - Serve as the point of contact for all ceramics faculty and the student population
  - Create and maintain an up-to-date class and instructor schedule calendar that can be accessed online by CCLCF administrative staff
  - Build and maintain positive relationships with students and instructors
  - Manage vendor relationships
  - Manage specific donation relations – e.g., the Jean Ward Foundation
  - Work alongside the Executive Director on studio issues, challenges, and opportunities
  - Work with the Program Manager to promote social media growth, outreach, community public relations, printed materials, class schedules, guest artists, announcements, etc.
  - Present updates and studio progress to the CCLCF Board

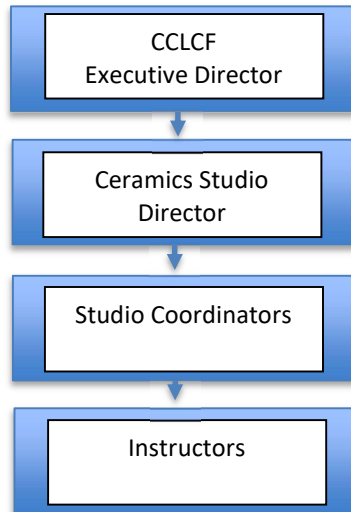
**Qualifications:**

- Strong leadership and supervisory skills
- Demonstrate a good knowledge of ceramic materials and techniques
- Team-oriented with strong interpersonal skills and the ability to work collaboratively with a diverse group of instructors, staff, and students
- Ability to work in partnership with the Executive Director to advance the Studio
- Ability to take definitive action in resolving challenges and developing opportunities
- Proficiency in Microsoft Office Suite (Excel, Word)
- Possess the ability to learn new processes, set goals, and prioritize tasks
- Able to read, write and communicate clearly
- Possesses strategic planning skills and experience in managing budgets
- Excellent organization and time management skills

**Mandatory Requirements:**

- Must be able to work in a studio environment where physical activity is required. Ability to be on their feet for extended periods and occasionally lift and move up to 25lbs (one bag of clay).
- Employment eligibility verification
- Applicant must pass a background check including LiveScan fingerprinting.

**Organizational Chart:**



**To apply, please submit a cover letter and resume to [jobs@cclcf.org](mailto:jobs@cclcf.org) with “Ceramics Studio Director” in the subject line. No phone calls or walk-ins please.**

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization in operation since 1949 and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, disability, national origin, protected veteran status or age.