



# claymakers

705 Foster Street, Durham, NC 27701

<http://www.claymakers.org>

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## Employment Opportunity: Executive Director

Full time position

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**Claymakers** is a 501(c)3 ceramic arts studio, gallery, and retail store in Durham, NC. Our mission is to promote the joy of working with clay; sustain a thriving community of artists, students, and teachers; and foster enthusiasm for the ceramic arts through classes, workshops, exhibits, special events, and access to facilities and materials. A hub for the clay community in North Carolina and beyond, Claymakers serves students, professionals, hobbyists, and collectors alike by providing:

- **a range of classes** to help beginning to advanced students find creative expression in clay;
  - **access to studio space** for students to work independently;
  - **studio assistantships** for emerging professionals learning the craft of running a studio;
  - **studio rental space** for independent clay artists;
  - **workshops** with nationally renowned artists, that are attended by both local and regional artists and students;
  - **a supply store** that supports arts programs at local schools, arts centers, and independent artists' home studios;
  - **a ceramic arts gallery** that showcases artwork created by emerging and celebrated ceramic artists;
  - **and a place** for artists and students to share their ideas and promote excellence in their work.
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### Executive Director Job Description

The **Executive Director** reports to the Board of Claymakers Arts Community, and is responsible for leadership and management to successfully accomplish Claymakers' mission. This includes:

- developing (subject to Board approval) and managing the calendar-year annual budget, and preparing and filing all federal, state and local government tax returns and compliance reporting, including grant reporting);
- recruiting, hiring, and managing employees, including General Manager and instructors, part-time employees, and contracted employees for workshops or jobs such as local clay deliveries;
- developing ceramics curriculum and overseeing educational programming, including recruiting and coordinating instructors, workshop presenters, and gallery curators; planning course topics and timetables, etc.;
- managing payroll/benefits accounting using an outside agency;
- carrying out administrative work associated with student registrations, store sales, and processing gallery inventory (such as writing consignment checks);
- developing (subject to Board approval) and implementing fundraising strategy, plan, and database;
- managing purchasing, accounts payable, accounts receivable, and related bookkeeping;

- planning retail strategy: evaluating sales and determining retail inventory; working with the General Manager to select vendors; managing ordering and pricing of store goods; handling customer credit accounts/invoicing/accounts receivable; and resolving vendor/delivery and customer issues;
- coordinating gallery exhibits, openings, and special events;
- developing and implementing a marketing plan;
- representing and promoting the organization, both in-person and via website, email, and other media;
- managing Claymakers' website;
- writing grant applications;
- preparing the Annual Report;
- working with the Board's Treasurer to produce monthly and annual financial statements, including profit and loss statements, balance sheets and statements of cash flows showing monthly, year-to-date, and annual results as required;
- attending monthly Board meetings as requested by the Board;
- performing yearly evaluation of the General Manager's performance;
- overseeing facilities management;
- and working cooperatively with the General Manager to ensure efficient overall management of Claymakers and its programs, including classes and workshops, retail store, gallery, equipment and studio rentals, and community impact projects.

**Qualifications:**

- 2+ years non-profit work experience;
- experience working in the ceramic arts;
- excellent interpersonal skills;
- experience with Quickbooks and website design;
- working knowledge of IRC Section 501(c)3 reporting requirements;
- working knowledge of Quickbooks, Microsoft Word, and Microsoft Excel;
- working knowledge of financial accounting documents and financial procedures and safeguards;
- CPR and First Aid certified no later than 3 months after date hired (at Claymakers' expense);
- Preferred: BFA, MFA, or Arts Administration degree or equivalent experience;
- Preferred: Experience with or training in staff recruitment, training, development, and management.

Claymakers is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability.

Minimum starting salary: \$36,000/year.

Benefits: Health insurance allowance; 10 days paid vacation per year plus specified holidays.

**To apply:**

Please email in PDF format your cover letter, resumé, and names and contact information for three references to [board@claymakers.org](mailto:board@claymakers.org). Review of applications will begin immediately and continue until position is filled.