



claymakers

705 Foster Street, Durham, NC 27701
<http://www.claymakers.org>

Employment Opportunity: General Manager

Full time position

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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General Manager Job Description

The **General Manager** reports to the **Executive Director** and is responsible for the daily operation and maintenance of Claymakers' ceramics teaching studio, retail supply store, and gallery, and the equipment therein.

Overall, the General Manager will

- work with the Executive Director to ensure smooth flow of retail and studio operations;
- interact with students and open studio renters in a way that supports Claymakers' mission;
- promote and maintain a positive, safe working environment;
- develop and promote sound studio use guidelines and procedures.

For the **Store**, the General Manager will

- operate the store and gallery during retail hours (currently open 25 hours/week);
- assess, anticipate, and track inventory sales and studio materials use;
- create purchase orders for supply vendors;
- handle freight deliveries either by directly receiving shipments or managing employees contracted for that purpose;

- keep accurate physical inventory records for the store and studio, and carry out periodic inventory counts;
- maintain customer and other Claymakers records.

In the **Studio**, the General Manager will

- develop and maintain a productive studio work flow;
- prepare and maintain gallery and teaching spaces, periodically setting up/breaking down equipment or furniture for special events or workshops;
- conduct managerial tasks at the beginning and end of each class session to ensure order between changing groups of students and/or class topics, facilitate the timely completion of student work and removal of personal items from the previous session, and support the transition between sessions for continuing students and teachers as needed;
- recruit, train, and supervise studio workstudy assistants for support with the following activities: load/unload renter and student work in kilns; fire kilns and conduct kiln maintenance; mix studio supplies such as slips and glazes and maintain adequate studio supply levels; reprocess clay or other materials; clean studio weekly or biweekly and conduct general studio maintenance; make test tiles and studio samples as needed; carry out educational support tasks such as demonstrating the safe use of equipment; and maintain Materials Safety Data Sheets;
- determine the studio glaze palette, and develop, test, and troubleshoot glazes as needed;
- work closely with Instructors and the Executive Director to support program expansion and classes with specific needs, such as firing or mold making/casting classes;
- monitor the condition of studio furniture, tools, and equipment, and plan and carry out maintenance schedules, regularly monitoring the quality of firings and attending to kiln upkeep;
- observe and address, as appropriate, overall facility needs and/or recommend repairs/upkeep needs to the Executive Director;
- occasionally support gallery installations: assist with care and upkeep of the space and pedestals, pack or unpack work, or help with lighting or other setup/breakdown needs.

Desired skills include:

- critical thinking and planning skills;
- accuracy with sales transactions and record keeping;
- troubleshooting and problem-solving skills;
- adaptability to evolving programming and organizational needs;
- electrical, plumbing, and carpentry skills sufficient for repairing kilns, wheels, sinks, shelves, gallery pedestals, etc.;
- CPR and First Aid certified no later than 3 months after date hired (at Claymakers' expense).

Preferred qualifications:

- BFA or MFA with a concentration in ceramics, or equivalent experience;
- 2+ years' experience operating or managing a ceramics studio;
- familiarity with handling and firing a wide range of ceramic work;
- excellent communications, customer relations, supervisory, and interpersonal skills;
- computer proficiency with basic office software such as Microsoft Office and email applications, and the ability to learn end-user data and record keeping applications;
- ability to lift 50+ pounds.

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: \$30,000/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. Review of applications will begin immediately and continue until position is filled.