



Ceramics Technician

At Create Art Studio, we believe that everyone is creative and we help guide our students to uncover and develop their own creative skills through visual art. We're passionate about sharing art in a fun, safe environment that builds a community. We offer art classes in-person and online, educational programming, after school program, birthday parties, social art events, corporate team building, and a retail art gallery and ceramics studio.

Job Description

Ceramics Technicians at Create Art Studio are the organized and detail oriented scientists of our company. You will keep track of clay art work from our students, members and customers; ensuring all pieces are handled with the utmost care during storage, glazing and firing processes. You have excellent organizational and planning skills to keep track of everyone's work and our kiln schedules. Glaze chemistry is totally your jam and you know the difference between a 06 and 6 cone just by feel. You'll report to the Ceramics Studio and Education Manager, helping to run our studio smoothly.

You're a team player who approaches life and work with a positive attitude and an infectious sense of curiosity.

Duties and Responsibilities:

- Keep all equipment, tools, and supplies related to our clay and ceramics studios organized, clean, and in good working order
- Mix and maintain our glazes, slips, and reclaim clay
- Track inventory and create orders as needed
- Glaze customer pieces, load and unload the kiln, document all necessary paperwork for the clay and ceramics studios
- Actively participate in training, staff meetings, and planning sessions
- Arrive with sufficient time to start working at start of shift
- Support revenue targets of the studio
- Maintain a helpful and friendly approach to customer service, staying informed of studio and class news to share with students



- Distribute administrative materials and program evaluations as required
- Ensure health and safety and policies and procedures are followed
- Efficiently deals with incidents, problems and emergencies as outlined by policies and procedures
- Respond to inquiries in a friendly and helpful manner
- Model HIGH FIVE® Principles at all times with team members and students

Required skills and experience

- High energy, friendly and positive personality who champions diversity
- Passionate about sharing your knowledge of clay and glazes with our students and staff
- Professional work experience in ceramics studio management, or similar
- Ability to lift and carry up to 30kg and to climb up to 20 stairs, with a high degree of frequency (as in, you'll be going up and down the stairs many times in a row while preparing ceramics to fire in the kiln)
- Strong organization, and communication skills
- Excellent problem solving skills, with excellent decision making capabilities
- A team player
- Ability to analyze problems, identify alternatives and make recommendations in order to best serve our students and customers
- Ability to maintain strict confidentiality and unquestionable integrity
- High Five certification preferred
- Bilingualism an asset

Conditions of Employment

- Shifts will include at least one weekend day per week
- Work involves mental and visual concentration with frequent interruptions and some physical activity is involved
- All offers of employment are conditional on a Criminal Reference Check, Vulnerable Sector Screening (to be completed by Create Art Studio) and valid First Aid with CPR certificate



- All in-studio staff must provide proof of full vaccination against Covid-19 or provide proof of medical exemption. Staff who are not fully vaccinated against Covid-19 must follow our testing schedule.

Rate of Pay

This role is part-time, paid hourly at a rate of \$15.50 - \$17.50 per hour, depending on experience, with 4% vacation pay