



Position Opening: Ceramics Studio Manager

Department: Exhibitions & Education

Contract Position: Average of 6 hours per week, not to exceed 24 hours per month

Summary:

The Ceramics Studio Manager reports directly to the Curator of Education and provides general support and oversees the Ceramics Studio. Areas of management include routine equipment maintenance, kiln firings, inventory and organization of supplies, cleanliness, and safety of the studio. The Ceramics Studio Manager must be able to work in an independent and self-directed manner with frequent and regular communication with the Curator of Education and communicate appropriately with instructors and students.

Essential Job Functions and Responsibilities:

- Firing of gas and electric kilns.
- General upkeep and supervision of kilns, kiln shelves, pugmill, tools, and other equipment.
- Maintains inventory of materials including clay, glazes, tools, and glazes chemicals and communicates all material and equipment needs to the Curator of Education.
- Mix glazes from approved recipes as well as test and introduce new glazes.
- Mix slips including paper slip, Terra Sigillata, and oxide washes.
- General cleaning and organization of the studio to include wiping down tables and counters, removing clutter and organization of studio shelves and storage, sweeping of gas kiln shed, and cleaning pugmill as needed.

Required Qualifications:

- Education and/or strong investment in the ceramics field.
- 1+ years of studio management or related experience in a community and/or higher education ceramics studio
- Experience in firing kilns, including electric, gas reduction.
- Technical knowledge of ceramic processes, materials, and techniques
- Effective communication skills.

Additional Requirements:

Ability to perform continuous physical activity while working safely with ceramic materials and kilns.

Ability to lift and carry up to 50 lbs.

Work Schedule:

The Ceramics Studio Manager position will average of 6 hours per week, not to exceed 24 hours per month. Flexible hours may be required, including potential weekends and evenings. Schedule will be determined by the needs of the studio.

Job Status:

This is a contract position and does not confer employee status to the instructor. This position is not entitled to any of the benefits MOCA provides to employees. You bear sole responsibility for payments of all federal, state and local income taxes, self-employment and FICA (social security) taxes, and unemployment and workers' compensation insurance payments.

Organization

The Virginia Museum of Contemporary Art (MOCA) is a nonprofit institution founded in 1952 to foster awareness, exploration and understanding of the significant art of our time. Regularly changing exhibitions feature painting, sculpture, photography, glass, video and other visual media from internationally acclaimed artists as well as artists of national and regional renown. By balancing its four primary activities--gallery exhibitions, studio art classes, educational outreach programs and outdoor art shows--MOCA seeks to involve a diverse regional public in the rich and active language of contemporary visual art.

MOCA does not discriminate based on race, color, religion, sex, national origin, age, disability, political affiliation, or sexual orientation.

To Apply: No phone calls, please. Submit resume with cover letter to Truly Matthews, Curator of Education. By mail: Virginia Museum of Contemporary Art, 2200 Parks Avenue Virginia Beach, VA 23451

By email: [**Truly@VirginiaMOCA.org**](mailto:Truly@VirginiaMOCA.org).