

CERAMICS STUDIO COORDINATOR

The Ceramics Studio Coordinator, Courthouse Gallery+Studio, designs, coordinates and manages the studio programming, special projects, and funding development for the ceramics studio located adjacent to the Gallery+Studio. The role is accountable for coordination of all ceramics program activity, as well as identifying, investigating and developing opportunities with both existing and new community groups, establishing a new product range for the Studio, and integrating activities with the broader Gallery +Studio exhibition and community programming.

To apply:

Submit cover letter address the core competencies and resume to hello@thejunctionco.com.au

Role commences Feb 2022

ACCOUNTABILITIES

- Develop, expand and improve educational and research opportunities within the Ceramics Studio space
- Be responsible for the day to day management and coordination of the ceramics studio, this includes monitoring stock levels, ordering stock, kiln firing schedules, ensuring the regular spot stocktakes, as well as annual stocktakes are conducted thoroughly, supported by a Studio Technician.
- Manage and coordinate in partnership with Junction team, Ceramic Studio programming, identifying and acting on new opportunities.
- Develop volunteer network to assist in management of Ceramics Studio
- Develop product range for retail through Gallery+Studio Store and other venues.
- Build relationships with community stakeholders, Pilbara and beyond.
- Ensure the Ceramics Studio operates within the confines of OHS&E legislation and that there is a Safety Management and appropriate induction for the studio, ensuring all staff and volunteers are appropriately trained to safety standards and comply
- Complete necessary reports, acquittals and other written tasks related to the Ceramics Studio.
- Complete internal and sponsor reporting upon the completion of exhibitions and associated programming.
- Actively seek feedback, collate and report the data at the conclusion of each activity.

CORE COMPETENCIES

- Experience in all aspects of a working ceramics studio is required.
- Desirable for the applicant to be a skilled hand builder and thrower, but consideration would be taken in an applicant showing exceptional technical knowledge if they were only a hand builder.
- Knowledge of slip casting advantageous
- Knowledge of the current ceramics community and industry is desirable.
- Experience designing and producing various ceramic items for production, desirable to have knowledge of budgeting in this area.
- Experience coordinating and teaching classes/workshop programs.

Personal Attributes

- Strong conceptual thinking and big ideas
- A positive, can-do and non-precious attitude
- Passion for art, creative enterprise and community, design and problem solving
- Strong attention to detail
- Good communication and organisational skills