



Job Description

Position: Pottery Assistant

VBAC Mission:

The Virginia Beach Art Center offers an educational and supportive environment to inspire people of all ages and skill levels to experience, engage with and create art.

Purpose and Programs:

Virginia Beach Art Center brings visual art, local artists and the community together to experience the richness that artistic expression brings to the human condition. Our main program areas are Exhibitions, Art and Pottery Classes, Educational Programming and Community Outreach. We also house an independent artists' cooperative, The Artists Gallery.

Description and Duties:

The Pottery Assistant will be energetic, creative, and detail-oriented to help administer aspects of our pottery program. This position helps to ensure day-to-day operations. The Pottery Assistant must be a servant leader, have a passion for community arts, and have the drive to achieve meaningful results.

The Pottery Assistant reports to the Pottery Manager. He or she is expected to work in complete collaboration with the Pottery Manager, represent the Virginia Beach Art Center in the community and performs duties which foster the development of the arts in Virginia Beach and the Hampton Roads region.

Regular Tasks Will Include:

- Provide administrative support for day-to-day functioning of the pottery studio.
- Work in collaboration with the Pottery Manager in maintaining studio equipment, ordering materials and supplies, and making recommendations for repairs and improvements, as needed.
- Work in collaboration with the Pottery Manager to ensure a high functioning pottery studio.
- Complete thorough cleaning weekly (mopping, wiping down surfaces, cleaning bathroom, cleaning glass).
- Check firing shelves, load and fire pieces in a preset order as needed.
- Mix glazes in preset order and ensure all are ready for use.
- Complete weekly pugging of reclaim clay.
- Ensure the studio is properly stocked, organized, and maintained.
- Greet visitors, interact, and inform them of classes as needed.

Please note, VB Art Center occupies a space in the ViBe Creative District of Virginia Beach. We have an open spaces concept with no private office or dedicated private conference room. The "office space" is shared.

This is a part-time position (10 hours per week). If interested, please email resume to Kiki Rangel at pottery@artcentervb.org.

