



Job Description

Position: Pottery Studio Coordinator

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 Studio Coordinator will be energetic, creative, and detail-oriented to administer all aspects of our pottery program. This position is responsible for day-to-day operations, instructor recruitment, volunteer coordination and inventory on both the side of the art created and materials needed. The Pottery Studio Coordinator must be a leader, have a passion for community arts, and have the drive to achieve meaningful results.

The Pottery Studio Coordinator reports to the Executive Director. He or she is expected to represent the Virginia Beach Art Center in the community, participate in events which increase awareness of Virginia Beach Art Center as needed, help expand community outreach, and perform duties which foster the development of the arts in Virginia Beach and the Hampton Roads region.

Regular Tasks Will Include:

- Responsible for maintaining studio equipment, helping with ordering materials and supplies, and making recommendations for and scheduling repairs and improvements as needed.
- Train volunteers and Studio Tech (on kilns, glazes, and reclaim/excess clay removal) to ensure flow is consistent to meet demands.
- Instruct studio monitors/volunteers/studio tech/students on policies and duties- volunteer work includes general maintenance, studio monitors, cleaning, and floor upkeep.
- Recruit, train and manage studio monitors.
- Recommend potential new instructor to the Art Education Manager.

- Enforce Pottery Studio and Art Center policies and procedures.
- Ensure the pottery studio is properly stocked with needed supplies, organized, and maintained.
- Develop and manage metrics processes to maintain efficiencies- firing tickets, shelving stages, time of items on shelves, etc.
- Greet visitors, interact, inform them of classes, and encourage them to work with clay.
- Organize a thorough cleaning day between sessions to prepare for new classes.
- Monitor student shelves for cleanliness and allotted space creep.
- Encourage all students as they grow in their stoneware creativity.
- Oversee studio safety.
- Follow and enforce safety procedures (i.e. appropriate masking while mixing glazes).

Please note, there will be a Pottery Studio Tech that will work 10 hours per week. This individual will help with the making of glazes, the loading and unloading of kilns and the cleaning. The Studio Tech will also track and manage the reclaim clay. The Studio Tech will report to the Executive Director.

Skills needed: Organizational and process improvement skills, kiln maintenance, glaze making, basic computer skills, strong interpersonal skills, ability to communicate calmly and clearly.

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.

This is a part-time position (20 hours per week).

If you are interested and would like to apply for this position, please email executivedirector@artcentervb.org