

Northern Clay Center
POSITION DESCRIPTION
Updated JUNE 2022



Title: **OUTREACH TECHNICIAN**
Reports To: Community Engagement Manager
Hours: Up to 32 hours per week on average
Job Share: Works closely with Studio Manager, Education Technician, and Building Maintenance Technician.

The Outreach Technician is a year-long, part-time, hourly, non-exempt (eligible for overtime when appropriate) position that can be renewed for up to one year, pending performance. We take COVID safety very seriously, our protocols can be found online here: <https://northernclaycenter.org/about/covid-protocols/>.

The starting wage is \$15.00 an hour and includes the following benefits: paid vacation time equivalent to 76.8 hours per 12-months; earn-as-you-work paid safe & sick time; health insurance via Medica (50% of premium paid by NCC); a complimentary studio space (may be shared); free and discounted classes at NCC; and a contribution equal to 3% of your earnings to a 403(b) retirement plan.

Northern Clay Center is an equal opportunity employer

ABOUT THIS ROLE AND WORKING AT NORTHERN CLAY CENTER

The Outreach Technician provides technical and logistical support for NCC's educational program through ART@HAND and *ClayToGo* outreach partnerships, on-site workshops, and some administrative tasks related to those processes. This includes the maintenance, preparation, and delivery of materials, tools, and projects; firing and tracking clay projects; and managing communication and timelines for multiple, ongoing, and concurrent projects around the Twin Cities metro area. The Outreach Technician works independently, but may work closely with three other technicians to complete all aspects of the education and studio program activities. The Outreach Technician is an integral part of the community-centered environment at NCC.

Given the fluctuation of programming and associated partner sites, there is a good deal of variability in day-to-day tasks but this is planned and arranged accordingly with the Community Engagement Manager. As NCC is a relatively small nonprofit organization, many staff members work across programs and often assist other team members in accomplishing their work. NCC is deeply committed to creating and sustaining a welcoming, safe, and antiracist community for all who enter our building. Our staff are actively engaged in Diversity, Equity, Inclusion, and Accessibility training and strive to continue this learning and conversation to examine and improve both our programs and practices.

Qualified applicants will be eligible to teach classes at Northern Clay Center. This position requires the employee to be available to work on an occasionally flexible schedule, including weekends and evenings. The average weekly schedule will be 8 am to 2:30 pm daily, with an anticipated one evening or weekend special event per month, as well as additional special projects related to the *American Pottery Festival* and other programs.

We are looking for applicants who have:

- A strong background in ceramics and desire to pursue studio ceramics

- A strong background and demonstrated experience with loading and firing kilns, and the ability to manage, from start to finish, multiple forms of high- and low-fire firings (gas, electric, soda, Raku, wood, other alternative modes)
- The ability to lift 50 pounds regularly, work on your feet, and perform repetitive movements
- A demonstrated ability to work independently as well as under supervision, and demonstrated organizational skills
- The ability to work with a variety of people, and respond evenly to a range of questions from students, studio artists, instructors, and the general public
- A valid driver's license and the ability to show proof of a clean driving record

RESPONSIBILITIES UNIQUE TO THIS POSITION

- Transportation of all materials and projects for off-site clay events, wheel demos, and partnerships with other organizations
- Drive NCC's *ClayToGo* Van (Ford Transit) for events when needed, including clay pick-up, outreach deliveries and pickups, etc.
- Track firings of all outreach activities, including off-site clay events, for *ClayToGo* and ART@HAND residencies
- Manage tool and materials inventory for all outreach activities, both on- and off-site
- Manage communications with outreach teaching artists on matters related to materials, deliveries/pickups, and glazing
- Communicate materials usage and requirements to appropriate staff
- Coordinate pick-up and delivery schedules with outreach partners
- Unload, pack, wrap, sort and deliver outreach projects
- Assist in marketing of *ClayToGo* and ART@HAND programs, including assembling/managing email lists, creating content for social media and email marketing, and staffing informational events throughout the Twin Cities
- Assist with waste and hazardous materials disposal of:
 - Hazmat
 - Appliances
 - Yard waste
 - Sink traps
- Manage, schedule, and record *ClayToGo* Van maintenance

RESPONSIBILITIES FOR STUDIO SUPPORT

As the studio work cycle changes seasonally, the Outreach Technician may assist in these responsibilities, which are shared with the Studio Manager, Building Maintenance Technician, and/or Education Technician.

- General materials maintenance including: clay recycling and glaze, stain, and slip mixing
- General maintenance and cleaning of clay mixing and glaze mixing areas
- Load, unload, and fire student work
- Ensure appropriate set-up of classrooms and staging areas, fire work, and provide other support as needed, for all education program activities, including regular classes, visiting artist workshops and residencies, outreach programs, and some special programs
- With Studio Manager and Education Technician, maintain, repair, and build, as needed, studio equipment such as electric and gas kilns, wheels, tables, ware and storage racks, etc.
- Work with Education Manager to ensure students and studio artists are informed of studio expectations, firing schedules, and other miscellaneous studio news
- Supervise interns and volunteers as necessary for special projects and daily tasks
- Prepare and/or order workshop materials and equipment prior to workshops

- Assist, as needed, during artist residencies with firing, materials provision, space and storage, scheduling of kilns, and hosting events
- Serve as a point person for student questions and needs

*****Other tasks as assigned*****

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APPLICATION PROCESS:

Applications are due on Monday, July 4, 2022.

Please send the following materials, as a single PDF (images in an independent .zip file) , to Kyle Rudy-Kohlhepp, Executive Director, at kylerrudyk@northernclaycenter.org; or by mail to 2424 East Franklin Avenue, Minneapolis, MN 55406:

- Cover letter describing your qualification and interest in the position
- Resume (3 pages max)
- Names and contact information for three professional references
- A brief artist statement
- 3 digital images of your ceramic work produced within the last three years with correlating image list.

If you are selected for an interview, you will be sent a list of the questions that will be asked in advance. During the interview, you will meet with several members of staff, and will have the opportunity to ask questions about NCC and the role.