



Northern Clay Center

Job Description
Updated June 2026

Title: **Outreach Technician**
Reports To: Community Engagement Manager
Location: NCC's facility in Minneapolis, MN
Hours: 24 hours per week (Monday, Wednesday, Friday)
Job Share: Works closely with Studio Manager, Materials Technician, and Kiln & Facilities Technician.

About This Role and Working at Northern Clay Center

The **Outreach Technician** is the engine behind NCC's community clay programming — keeping materials moving, kilns firing, and partners supported across the Twin Cities. You'll provide technical and logistical support for ART@HAND and ClayToGo outreach partnerships, on-site workshops including private parties, and the administrative tasks that keep it all running. Think: wrangling timelines, hauling clay, and being the person everyone can count on.

No two days look exactly alike. The workload shifts with the programming calendar, and you'll coordinate closely with the Community Engagement Manager to stay on top of it. At NCC, collaboration across programs and departments is an integral part of how we work together to advance our mission. We're deeply committed to building a welcoming, safe, and antiracist community.

This role requires occasional flexibility for evenings and weekends. The standard schedule is Monday, Wednesday, and Friday, 9 am to 5:30 pm, with annual community events like Stone Arch Bridge Festival and Twin Cities Maker Fest as well as in-house events like American Pottery Festival and our bi-annual Open Houses.

What We're Looking For

You'll thrive in this role if you bring:

- A background in ceramics and genuine enthusiasm for studio practice
- Ability to independently load, fire, and troubleshoot a variety of kilns, as kiln operations are a significant component of this position
- The physical stamina to lift 50 lbs regularly, stay on your feet, and handle repetitive tasks
- Confidence behind the wheel of a large vehicle (cargo van and subaru)
- Strong self-direction and organizational skills — you can manage your own workload and know when to ask for help
- A people-centered disposition — you'll interact with students, teaching artists, partners, and the public on the regular
- A valid driver's license and a clean driving record

What You'll Do

Outreach & On the Road (90%)

- Fire bisque and glaze kilns, keeping track of all firings across programming including ClayToGo, ART@HAND, private parties and in-house workshops
- Mix glazes, engobes, and stains for Outreach programming
- Unload, pack, wrap, sort, and deliver outreach projects
- Be the logistics point person with teaching artists — coordinating materials, deliveries, pickups, and firing/glazing needs
- Get clay where it needs to go — hauling materials and projects for off-site events, wheel demos, and partner organizations
- Schedule and coordinate pickups and deliveries with outreach partners



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- Drive the ClayToGo Van and Clayburu for pickups, deliveries, residencies, and community events
- Tool and materials inventory for all outreach activities, on- and off-site, working with the Community Engagement and Studio Manager about materials usage and ordering needs
- Help spread the word about ClayToGo and ART@HAND programs
- Photograph completed projects and make demo projects for in-house programming
- Keep the Outreach Zone clean and organized
- Other tasks as assigned

In the Studio & Supporting Education (10%)

- Pitch in on general materials maintenance like clay reclaim
- Keep the clay mixing and glaze mixing areas clean and functional
- Help set up classrooms and staging areas to support the full range of education activities — classes, workshops, residencies, and special programs
- Studio cleaning and education support during key weeks in March, June, August, and December (1 week each month listed)
- As needed tasks:
 - Support the gallery with NCECA prep in March
 - Load, unload, and fire in-house education student work
 - Assist with Clay Camps
 - Assist interns and volunteers on special projects and day-to-day tasks
- Order and prep materials and equipment ahead of workshops
- Be a friendly, knowledgeable point of contact for student questions

Schedule, Hours & Benefits

This is a 24-hour per week role (Monday, Wednesday, Friday, 9 am – 5:30 pm) and is eligible for benefits, including health insurance.

The starting wage is \$20 an hour and includes:

- Paid vacation (57.6 hours per year)
- Earn-as-you-work paid safe & sick time, health insurance via Medica (NCC covers 50% of the premium)
- 3% employer contribution to a 403(b) retirement plan
- 20% discount on most Sales Gallery ceramics
- Access to complimentary NCC classes as available
- Complimentary furnished studio space shared with the Kiln & Facilities and Materials Technicians — kiln firing and in-stock materials included (some exceptions and volume restrictions apply).

Northern Clay Center is an equal opportunity employer.

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How to Apply

Applications are open June 10 – 24, 2026. The deadline is Wednesday, June 24 at 11:59 pm CT.

Send the following as a single PDF to Julia Rodman, Community Engagement Manager, at juliarodman@northernclaycenter.org:

- A cover letter (.pdf) and resume (.pdf) — please address how your background aligns with kiln operations, logistics and community engagement. If you have a studio practice of your own, we welcome you to share that as well as this position includes access to a complimentary shared studio space.
- At least 3 digital images (.jpeg) of your ceramic work from the last two (2) years



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After reviewing applications, we'll be in touch with select candidates. We're planning two (2) rounds of interviews:

- 1st round interviews: June 29 – July 2
- 2nd round interviews: July 6 – 7
- Planned start date: July 21st