

Pottery Studio Assistant Agreement and Job Description

Application: Pottery Studio Assistants are admitted to the program following receipt of an application and recommendation by a GAC pottery faculty member, a current senior Studio Assistant, or the Pottery Studio Manager. Studio Assistants must have attended at least three semesters of classes in order to be considered for the program.

Purpose and role: The purpose of the Studio Assistant Program is to provide benefits both to the Assistants and to the studio and its students. For the Assistants, it is an opportunity to hone their skills and learn about firings and the overall functioning of a studio. For the studio, the Assistants perform essential work to ensure smooth running, along with instructors and the Studio Manager, including responsibilities for firing work and assisting students.

A key role of the Assistants fulfill is to serve as a welcoming and inspiring presence—an “ambassador”—in the studio, so that it serves as a collegial and creative gathering place for potters of all skill levels, where all may seek information and inspiration as they wish. During practice hours, the monitoring Assistant should make sure all students know who they are and that they are available to assist with questions and troubleshooting. Assistants are also encouraged to take time to create work in the studio, particularly during practice hours, serving as an inspiring presence to students.

Training: Each Studio Assistant is trained to be qualified and responsible to perform the work described below. Training takes the form of one-on-one teaching by the Pottery Studio Manager, with instructors, and subsequently with a senior Studio Assistant with whom a new Assistant is partnered. All Assistants continue to be partnered so that duties and responsibilities can be carried out safely, efficiently and conveniently. A new Studio Assistant is encouraged to keep a notebook or otherwise record information. The new Assistant will perform their responsibilities with a senior partner, including during loading and firing kilns and mixing glazes.

Terms of Service: Service in the Program is opened annually to new potential participants, to be chosen by a committee; current Assistants receive an annual evaluation and will be considered for service along with any new potential applicants. Additionally, ongoing approval of performance by the Studio Manager and Executive Director will take place. An initial trial period of two semesters provides an opportunity for both the Center and the Assistant to consider whether or not the program is an appropriate fit.

Lab Fee: Studio Assistants are responsible for the \$30/semester lab to assist with firing and other incidental costs, when they make work in the studio.

It is always the right and responsibility of GAC to limit production in the studio.

Job Responsibilities

General Responsibilities (APPROX 7 HOURS/SEMSTER)

1. Mix glazes, stains, slips and kiln wash. Each Studio Assistant is responsible for 3-4 formulas and to keep them fully supplied.
2. Dry materials bin: keep full and inform the studio manager when reorder is necessary.
3. General continual cleanup. Clean and organize studio between terms.

4. Assist students as needed.
5. Attend meetings each semester with Studio Manager
6. Participate in special projects such as kiln building, glaze testing, fundraising, etc.

Kiln Area Responsibilities (APPROX 20 HOURS/SEMESTER)

1. Kilns: load, fire, unload both electric and gas kilns.
2. Monitor all firings from start to finish
3. Clean shelves, organize bricks and posts and clean the interior of all kilns after firing.
4. Prepare cone packs.

Assistance with Students in Studio, and with Monitoring

Studio Assistants do not have formal responsibilities for monitoring practice hours. However, they are welcome to be present during those times and, as knowledgeable and valuable members of the studio, are requested to assist students as needed. Studio Assistants are always encouraged to take time to create work in the studio, serving as an inspiring presence to students.

Job Privileges

1. Personal shelving in the studio.
2. Limited studio production, to not impinge on student workflow, as determined by the Studio Manager. Student workflow must always take precedence over Studio Assistant work.
3. Use of studio when classes are not in session.
4. One free class per semester.