Job Title: Ceramic Studio Assistant
Hours per week: 10-20
Number of positions: 2
Length of Employment: January 17 - May 12, 2023
(Academic progress must be met every semester to continue)
Pay rate: $11.50
Supervisor Name: Daisy Quezada
Method of Contact: daisy.quezada@iaia.edu
Department Name & Code: Studio Arts 175
Location: ACABDG Ceramics & Online
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
Studio/Classroom Assistant/monitor is responsible for general maintenance of the studio or classroom space and supporting faculty/students, as well as managing studio classroom hours including those when Faculty/Staff supervisor is not present. *Due to current pandemic this position may be supervised remotely.

Job Description/Responsibilities/Abilities:
- Experience with firing gas and electric kilns
- Mixing Clay
- Upkeeping slip buckets
- Wedging clay (if needed)
- Mixing and managing glazes
- Cleaning plaster wedding table
- General kiln room management (scraping shelves with glaze and applying kin wash)
- Restocking raw material bins
- Cleaning slop container
- General supply management and notifying faculty when low
- Managing social media account

General Qualifications:
- Familiarity with Calendly Scheduler
- Ability to uphold and support studio/classroom Covid precautions/requirements
- Experience with firing an electric kiln
- Excellent written and verbal skills
- Organized systems thinker
- Exceptional communication skills
- Flexible, ready for change
- Natural relationship builder
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 25lb.
Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.