



VOLUNTEER JOB DESCRIPTION

POTTERY STUDIO ASSISTANT

Position Title: Pottery Studio Assistant

Location: College of the Rockies, 1305 9th St. S., Golden

Commitment: 5 shifts per month

Reports To: Program Administrator

Position Overview:

The Pottery Studio Assistant will support the daily operations of Golden Pottery Studio, a creative space dedicated to the art and craft of pottery. This volunteer position is ideal for individuals interested in gaining hands-on experience in a studio environment, learning about ceramics, and engaging with a vibrant community of pottery enthusiasts.

Key Responsibilities:

1. Studio Maintenance

- Assist with the general upkeep of the studio, including cleaning workspaces, equipment, and tools.
- Help with organizing supplies and materials.
- Ensure the studio is tidy and safe for all users.

2. Participant Assistance

- Greet members or visitors and assist with basic inquiries about the studio, classes, and workshops.
- Offer basic guidance and support to students and members in the studio, fostering a welcoming and inclusive environment.

3. Administrative Tasks

- Assist with maintaining accurate records of studio use, maintenance / repair / supply logs and inventory.

4. Studio Access

- Open and close the studio and main building.
- Ensure that building is empty (unless other class is still in session) and all emergency door/exits are closed.
- Turn off lights, lock building and arm security alarm.



Qualifications:

- **Passion for Art and Ceramics:** A strong interest in pottery and ceramics, with a desire to learn and grow in this field.
- **Dependability:** Reliable, punctual, and able to commit to a regular schedule.
- **Communication Skills:** Good verbal and interpersonal skills, comfortable interacting with the public and studio members.
- **Physical Ability:** Capable of performing tasks that may involve lifting, bending, and being on your feet or sitting for extended periods.
- **Team Player:** Willingness to work collaboratively with College staff, instructors, and other volunteers.
- **Previous Experience:** Minimum of 18 hours of pottery training in a wheel throwing instructional course, that included the process for bisque preparation, waxing and glazing.

Benefits:

- Gain valuable experience in a creative and supportive environment.
- Access free studio space and resources during one's volunteer hours. Volunteers can work on their own projects during their shifts. *Note: clay not provided.*
- Build connections within the local arts community.

How to Apply: Interested individuals are invited to apply by expressing their interest and sharing any relevant experience through this [FORM https://forms.cotr.bc.ca/pottery-studio-volunteer/](https://forms.cotr.bc.ca/pottery-studio-volunteer/). Please include your availability and preferred volunteer schedule.

Golden Pottery Studio is committed to creating a diverse and inclusive environment and encourages applications from all backgrounds.