



**JOB POSTING**  
**Ceramics Technician**  
**Part-time, Contract**

(Up to 16 hours per week each session – 39 weeks per year)

**Place des Arts is seeking a qualified ceramics technician who will independently manage the operational and technical aspects of our ceramics studio.**

**ORGANIZATION DESCRIPTION**

Founded in 1972, Place des Arts is a not-for-profit arts education centre with a mission to inspire the artist in everyone. Located in the historic Maillardville neighbourhood of Coquitlam, we offer quality instruction for all ages and skill levels in the visual, literary and performing arts.

**JOB DESCRIPTION**

Our ceramics department offers classes for children, teens and adults each session and as part of our art camp program during Spring Break, Summer Fun and Pro-D Days. Each session, registered students are invited to use the studio during Open Studio time and experienced students can bring their work to be fired at Place des Arts. The studio is equipped with 11 pottery wheels, a slab roller, extruder and pugmill, three electric kilns and a gas kiln.

Working collaboratively with the Fine and Performing Arts Programmer (FPAP) and Facilities and Administrative Coordinator (FAC), the Ceramics Technician will manage Place des Arts' ceramics studio throughout the season and complete weekly firings as required.

**RESPONSIBILITIES**

**Studio Management**

- Organize and implement firing of all student work in electric and gas kilns in a timely manner
- Maintain clay stock and materials, including supply ordering, receiving deliveries, organizing and rotating inventory
- Maintain ceramics studio for classes including organization of student work, cleanliness and clay disposal/recycling
- Implement and maintain a safe working environment and address safety concerns as they arise
- Answer technical questions from students and other teachers
- Liaise with FPAP on firing and studio updates to be shared with all registered students
- Liaise with FPAP to create Student Ceramics Handbook each season by recommending updates when appropriate and assist in facilitating annual faculty orientation
- Oversee Pottery Intern Program

**Glaze Preparation**

- Maintain sufficient levels of glazes necessary for student use, making new quantities as required
- Developing new glazes when feasible and in response to trends
- Mix glazes for children/youth classes as required
- Maintain MSDS Standards throughout the studio including up-to-date record keeping



### **Maintenance**

- Maintain pottery wheels, studio equipment, electric kilns, gas kiln and kiln furniture
- Organize and maintain kiln room
- Consult with FAC to schedule studio repairs and maintenance with contractors when necessary

### **QUALIFICATIONS**

- Post-secondary Fine Arts degree/diploma with a focus on ceramics; or equivalent training and experience
- Demonstrated technical competency with electric and gas kilns, firing and all technical processes involved in the operation of a ceramic studio
- A strong background in wheel throwing and handbuilding

### **REQUIREMENTS**

- Ability to interact with a wide variety of people and collaborate effectively with staff, faculty and interns
- Effective written and verbal communication skills
- Well-organized with attention to detail
- Must have a flexible work schedule to accommodate firing schedule as needed
- Ability to lift up to 30 pounds
- Must have a Police Information Check completed upon hiring
- First aid with CPR and AED training an asset

### **REMUNERATION**

\$25/hr for technician duties, plus additional fees per kiln firing and the opportunity to join our ceramics faculty. The selected candidate will start as soon as possible.

**Position will remain open until filled. Please submit a resume with cover letter and references to:**  
[opportunities@placedesarts.ca](mailto:opportunities@placedesarts.ca), 1120 Brunette Avenue, Coquitlam, BC V3K 1G2

*We thank all applicants; however, only those selected for interviews will be contacted.*

*Place des Arts is an equal opportunity employer and welcomes applications from all qualified individuals.*