

PLACE DES ARTS

Part-time Ceramics Studio Technician

(Up to 50 hours per month/approximately 12 hours per week)

Place des Arts is seeking to engage a skilled and community-minded part-time Ceramics Studio Technician to oversee the day-to-day operations and technical aspects of our ceramics studio, starting in fall 2026. This hands-on position plays a key role in ensuring the studio runs smoothly, safely, and efficiently. From kiln firings and glaze preparation to maintaining equipment and supporting teachers and studio users, our ideal candidate brings strong technical ceramics knowledge, a high level of organization, and a collaborative approach to fostering a welcoming and respectful studio environment.

ABOUT PLACE DES ARTS

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.

We offer ceramics classes for children, teens and adults and as part of our art camps during Spring Break and Summer. Registered students in our adult ceramics program 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 12 pottery wheels, a slab roller, extruder and pugmill, three electric kilns and a gas kiln.

RESPONSIBILITIES

Reporting to the Director, Programs and Events, and working collaboratively with the Program Manager, Visual Arts (PM), the ceramics technician is responsible for the day-to-day operations of Place des Arts' ceramics studio supporting a safe, organized and well-functioning environment. This role oversees clay inventory, kiln firings and maintenance, glaze preparation, and the ceramics volunteer program, while ensuring safety standards. This is an hourly paid position with a maximum of 50 hours per month (approximately 12 hours per week). Work hours will vary depending on operational needs. Flexibility to work daytime, evening and weekends is required.

Specific Accountabilities:

- Organize and implement firing of all student work in electric and gas kilns in a timely manner, including loading and unloading, and maintain accurate kiln firing logs.
- 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 environment and address safety concerns as they arise.
- Ensure compliance with WHMIS standards and maintain up-to-date Safety Data Sheets (SDS) for all ceramics studio materials.
- Answer technical questions from students and teachers.
- Liaise with PM on firing and studio updates to be shared with all registered students.
- Liaise with PM to recommend updates to studio policy and procedure where appropriate.
- Mix and maintain sufficient levels of glazes necessary for student use, making new quantities as required. Develop new glazes when feasible and in response to trends.
- Maintain pottery equipment and kilns; organize the kiln room, and coordinate repairs and maintenance with contractors in consultation with staff.
- Assist with teacher orientation to the studio.
- Oversee Ceramics Volunteer Program.
- Other related duties as assigned.

home to our
arts community

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QUALIFICATIONS, SKILLS & EXPERIENCE

- Post-secondary Fine Arts degree/diploma with a focus on ceramics with a minimum of 2 years working in or overseeing a ceramics studio, or a combination of education and experience.
- Demonstrated technical competency firing electric kilns and all technical processes involved in the operation of a ceramics studio.
- Ability to troubleshoot kiln performance issues, and experience maintaining and performing basic repairs on studio equipment.
- Demonstrated proficiency in wheel throwing and handbuilding techniques.
- Strong knowledge of studio health and safety practices, including proper handling of materials and dust control procedures.
- Ability to interact with a wide variety of people and collaborate effectively with staff, teachers and volunteers.
- Excellent interpersonal, communication and community-building skills.
- Strong organizational and time management skills.
- Ability to work both collaboratively within a small team and independently with minimal supervision.
- Experience firing a gas kiln an asset; training will be provided.

REQUIREMENTS

- Police Information Check including a vulnerable sector screening.
- Availability to work flexible hours in response to studio needs.
- Ability to meet physical demands of a ceramics studio, including lifting materials and equipment up to 50 lbs.

COMPENSATION

- \$30.32 per hour plus 6% vacation pay.
- Up to 50 hours per month/approximately 12 hours per week

Applications will be reviewed as they are received, and the position is expected to be filled for fall 2026. Please submit a resume with cover letter and references to Kim Correia, Program Manager of Visual Arts and Exhibitions: 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.