



## Annmarie Sculpture Garden & Arts Center

13470 Dowell Road, Solomons, MD 20688

[jobs@annmariegarden.org](mailto:jobs@annmariegarden.org)

**Title:** Clay Studio Coordinator

**Department:** Education

**Schedule:** 35 hours/week, full-time, includes some weekends and evenings  
includes health benefits, vacation and sick leave  
Regular schedule is Sunday-Thursday, but may vary  
Must be available for major events and programs, as well as summer camps

**Compensation:** \$24-28 per hour, depending on experience

**\*\*this position requires a degree in Studio Arts or related, with experience managing a Clay Studio and teaching clay classes for all ages and abilities\*\***

**Job Summary:** This position is responsible for a wide variety of duties that support the many programs, classes, exhibits, and events of Annmarie Garden. This position plays a key role in the daily maintenance and supervision of the Clay Studio and must be organized, self-directed, flexible, and comfortable operating and caring for studio equipment, as well as teaching clay class for all ages and abilities. This position must be qualified and comfortable to develop, lead and teach a wide variety of art classes and other programs for all ages. This position works our many outdoor programs, classes, and events, including our month-long light show. Position must be comfortable working inside and outside, in all weather, and must be able to operate, care for, and clean studio equipment in a clay and art studios, climb ladders to put up displays, and traverse the lawns, woods, and trails of the 50-acre property. The ideal candidate has a B.A. or M.A. in fine arts, studio arts, or education, and is tireless in their passion for arts education, studio arts, community arts, program development and delivery, teaching, and exhibit design. This is a multi-faceted, exciting, creative, and demanding position.

### *Primary responsibilities:*

- Program Development & Delivery - assists with a wide variety of program activities, including development, preparation and delivery. Work includes researching, preparing, and teaching/leading a wide variety of art classes, field trips, and outreach programs.
- Clay Studio Management – helps coordinate the use and upkeep of the Clay Studio and Kiln Shed, including ensuring that kilns and all equipment are in good working order; loads and fires all kiln runs
- Takes lead role in care and operation of the Clay Studio, including studio maintenance, glazing, loading, firing, and unloading kilns. Coordinates studio use with faculty and volunteers, monitor open clay sessions, and provides broad support of Clay Studio operations;
- Teaches a variety of clay classes for all ages; prepares class materials; pottery wheel experience preferred.
- Provides exhibit and program support, including design, installation, lighting, and developing complementary programs
- Assists with development, management, and teaching of the summer camp and field trip program, including curriculum development, teaching, classroom management, etc.
- Classroom & Storage Management – assists with coordination of all classrooms, especially the clay studio, including maintenance, repair requests, and organization.
- Special Events & Festivals - assists with a wide variety of activities related to the busy special event and festival schedule of Annmarie, including developing and installing décor for all events, most notably the month-long light show; work all special events, including weekend and evening events.
- Assists with development, management, and presentation of birthday parties, group tours, field trips, scout program, rentals, off-site programs, etc.

- Will cross train on Welcome Booth, Front Desk, and Gift Shop
- Other duties as assigned

### ***Other Duties***

Attends weekly staff meetings; presents work requests and maintenance requests in order to coordinate staff, supplies, repair, and equipment; staff front desk or gift shop as needed; perform basic janitorial duties in galleries, studios, bathrooms, and classrooms; other duties as assigned.

### **Knowledge, Abilities and Skills to—**

Must be knowledgeable about art supplies, materials, processes, tools, equipment, and media. Must be comfortable and competent teaching and managing a classroom. Must understand basic art registration and care procedures. Must be able to deal politely with the volunteers, faculty, CITs, and guests; must be able to work carefully around works of art and special equipment; must be able to work independently with little or no supervision.

### **Working around art and sculpture:**

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property.

**Computer Skills:** Microsoft Office suite, Adobe Suite, POS software, ticketing/membership/class registration software.

**Work Schedule:** typical schedule is Sunday-Thursday, but will vary according to program and special event schedule, includes some weekends and evenings

**Minimum qualifications:** Bachelor's degree in studio arts, fine arts or a related field; at least 3 years of experience in arts environment.

**Licenses or Certificates:** Valid driver's license.

**Special requirements:** Operation of Garden owned vehicles; subject to background investigation and fingerprinting

**Physical Demands:** this is a physically demanding job requiring someone able to be on their feet for hours each day leading programs and classes, setting up for activities, moving supplies, operating studio equipment and tools, and managing studio space. Must be able to lift medium to heavy loads when setting up for events and programs, including single-handedly loading/unloading kilns, setting up tables, tents, and numerous chairs for programs and events. Must be able to climb a ladder and assist with exhibit and event set up. Must be able to perform basic janitorial tasks and work outside in varying seasons.

**Working at Annmarie:** operating a 50-acre park and presenting a wide variety of programs and events requires staff members who can: stand for long periods of time, walk uneven terrain, work outside in all weather, and spend hours preparing for events and programs, as well as working them. Simply put, it is a very physical place to work. Staff must be able to set up tables and chairs, erect pop-up tents, climb ladders to hand decor and lights, and work the demanding hours of a special programs or event. It is hard, but rewarding!

August 2024