

CERAMICS STUDIO TECHNICIAN
(Team Leader)

DEFINITION

Under the general direction of a Programmer, the Ceramics Studio Technician will provide direction and support to all volunteers and instructional staff and be responsible for the day to day operation of the ceramics studio area. The Ceramics Studio Technician may assist the Programmer in the provision of programs, events and services. The Ceramics Studio Technician generally ensures that on-duty staff and volunteers are working effectively, the program is operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Supervises the delivery of ceramics programs and services that occur during assigned shifts.
- Loads, unloads, and fires all kilns as required.
- Prepares and maintains glazes and all associated material.
- Maintains clay recycling routine.
- Monitors the general maintenance and safety of the ceramics studio, and associated areas, and reports abnormalities to the appropriate staff member.
- Provides shift supervision for instructional staff and volunteers.
- Organizes and ensures that the studio is set up for scheduled activities and that user needs are sufficiently met.
- Completes reports, statistics, records, etc.
- Answers or refers inquiries and performs non complex clerical duties.
- Ensures program supplies and equipment are in order and performs safety inspections as required.
- Provides support and assistance to instructional staff and volunteers as required.
- Conducts studio orientations for instructional staff, volunteers, and patrons as required.
- Maintains a safe and clean work environment.
- Assists Programmer with temporary staff scheduling process (i.e.: substitutions).
- May be required to teach ceramics programs during assigned shifts.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Thorough knowledge of principles and practices of ceramics studio operations.
- Thorough knowledge of ceramics instructional programs and standards.
- Demonstrated technical competency in ceramics studio operations.
- Ability to work independently with minimum supervision.
- A strong customer service orientation.
- Ability to promote leadership in promoting friendly and positive relationships with

- all clients.
- Ability to provide feedback and training to Ceramics staff.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 12.
- Two years experience working in a ceramics studio and teaching.
- Equivalent combination of education and experience.
- First Aid, CPR and AED Certification.
- Satisfactory Criminal Record Check.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.