

Summer Clay Camp Assistant

This position is pending funding by the Government of Canada – Canada Summer Jobs program.

Location:	Clayworx: Ceramic Art Learning Centre, 664 Dundas St. London ON
Salary:	\$19.00/hour
Working Hours:	35 hours/week
Start Date:	June 30, 2025
End Date:	Aug 22, 2025
Duration:	8 Weeks

ELIGIBILITY REQUIREMENTS

- be between **15 and 30 years** of age at the start of the employment period.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

JOB DESCRIPTION:

Clayworx is seeking a Clay Camp Assistant to assist with Classes and Children's Camps for ages 8 and up. The successful applicant will work closely alongside the Studio and Facilities Manager, the Program Manager, and ceramics instructors to be mentored and assigned daily studio tasks and responsibilities related to conducting classes and clay camps.

The youth employee will gain exposure to technical skills, operating skills, and material knowledge in the field of ceramic arts. The Studio and Facilities Manager will provide supervision and mentorship relating to the technical/theoretical processes that involve glaze chemistry, studio equipment maintenance, kiln firing techniques, programming kiln firing schedules, and will be covered throughout the youth's employment. Our experienced instructors and the Program Manager will provide the youth with mentorship and opportunities to expand their knowledge base and creativity in maintaining and operating a working clay studio as well as in best practices for teaching clay art methods to the public, with a focus on instructing children.

RESPONSIBILITIES:

1. Assist with classroom and studio responsibilities:
 - Maintain clean and safe classrooms and studio spaces following a high standard of health and safety guidelines.
 - Create a lesson plan at least once per week and provide a demonstration for a student project (with assistance from our experienced instructors).
 - Track and finish camp work to ensure all pieces are fired and returned in a timely manner.
 - Liaise between instructors, Studio and Facilities Manager, Program Manager and camp participants and their parents/caregivers.
 - Monitor and restock as needed - class glazes, slips and other materials and supplies and well as reclaiming excess class clay.
 - Understand and reinforce general rules and policies of Clayworx to maintain a positive atmosphere.
 - Assist in activity instruction to program participants individually or in groups for the Summer Camps.
 - Maintain a supportive and positive environment for program participants.
 - Ensure students in camps fully fill out their inventory sheets to make sure the work is glazed according to students' wishes and can be packed up complete for pick up day
 - Develop knowledge of teaching methods, techniques and skills through continuing education.
2. Assist Clayworx staff with daily studio operations and special events during the summer as needed.

REQUIRED QUALIFICATIONS:

- At least 2 years of previous experience working in an art-making environment.
- Excellent customer service skills and enjoy working with children.
- Must understand the basics of daily studio operation as well as health and safety guidelines.
- Be able to communicate both verbally and through written work in a thorough, clear, and timely manner.
- Ability to effectively work with others to achieve optimal collective results.
- Ability to lift and carry heavy materials, 30-50 lbs occasionally.
- Have or be willing to obtain a current Vulnerable Sector Check.

PREFERRED QUALIFICATIONS:

- Previous professional experience in ceramics studio.
- Previous teaching experience in working with children.
- Current First Aid, CPR, WHMIS Certification.
- High level of social competence.

APPLICATIONS REQUIREMENTS:

In a single PDF file (max size 5MB), please include:

- Cover letter.
- Resume (Optional C.V.).
- Up to 10 images of your own ceramic or other artistic work (optional).
- Reference list (required) or Reference Letters (optional) – include full names, relationship to you, contact information.

Please send your application to the Studio and Facilities Manager at Clayworx via email to technician@clayworx.ca

Clayworx is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities and people with disabilities to apply. Any request for accommodation will be considered throughout the hiring process.

We thank all interested applicants. Please be advised that only those selected for an interview will be contacted.

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Application Deadline: Sunday April 27, 2025