

Workshops 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:	May 5, 2025*
End Date:	Aug 22, 2025
Duration:	8 Weeks

* start date negotiable as long as 8-weeks is fulfilled by end date

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 Workshops Assistant to help with behind-the-scenes preparation and finishing of workshop pieces. 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 workshops.

The youth employee will gain exposure to technical, 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, kiln firing techniques, programming kiln firing schedules, and will be covered throughout the youth's employment. Our experienced instructors and 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.

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.
 - Prepare tools and clay for onsite and offsite workshops (the youth will not travel offsite).
 - Track and finish workshop pieces to ensure all pieces are fired and returned in a timely manner.
 - Pack up finished work and communicate with the Program Manager when work is ready for pick up.
 - Monitor workshop glazes, slips and other materials and supplies and reclaiming excess workshop clay.
 - Understand and reinforce general rules and policies of Clayworx to maintain a positive atmosphere.
 - Maintain a supportive and positive environment for program participants.
2. Assist Clayworx staff with daily studio operations and special events during the summer as needed.

REQUIRED QUALIFICATIONS:

- At least 2 years of previous professional 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, such as 30-50 lbs boxes of clay, occasionally.
- Strong attention to detail.
- Ability to keep track of multiple small projects simultaneously.
- Proficiency at trimming work on a potter's wheel, glazing and quality control of pieces to be fired.
- 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.
- 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