**LUX Center for the Arts**

**Ceramics Center Manager**

**Job Description**

LUX Center for the Arts is a non-profit organization committed to providing exceptional visual arts experiences for our diverse community. We are growth-oriented and passionate about what we do.

**Summary**

The Ceramics Center Manger works cooperatively with a small, dedicated team of arts professionals and volunteers. The Ceramics Center Manager is responsible for keeping LUX ceramics studios and equipment in working order as well as training new members of our ceramics community on how to use equipment safely and effectively. They supervise and direct the work of a team of volunteer Ceramic Artist Fellows. They work collaboratively with staff Artists in Residence, art teachers, student interns, and community members to ensure all programs run smoothly and the goals of the organization are met.

This position is part-time; 20 hours per week – 10 hours for studio maintenance and 10 hours for teaching. The schedule is flexible with occasional evenings and weekends as required. This position will grow to more than 20 hours per week as our ceramics program continue to grow in the coming years.

**Job Requirements**

The successful candidate is highly organized, a problem solver, and is self-directed. The ideal candidate has:

* a demonstrated career in the ceramic arts;
* deep knowledge of ceramics tools, techniques, processes, and equipment;
* experience operating and maintaining a gas kiln
* has management and/or supervisory experience;
* is consumer-focused;
* is able to communicate well orally and in writing;
* is computer literate;
* adept at Microsoft Office
* has a valid driver’s license and a reliable vehicle; and
* is able to lift 50lbs (necessary)

**Job Responsibilities**

* Inspect and care for ceramics equipment and materials.
* Ensure that a schedule for routine maintenance for studio equipment (kilns, vents/fans, etc.) is carried out on a regular basis.
* Establish and maintain communications with all members of the LUX ceramics community. This includes Artists-in-Residence, Fellows, punch card users, studio members, the Nebraska Ceramic Artist Guild members, and any other community groups to form partnerships and mutually beneficial relationships.
* Keep an inventory of equipment, materials, and ceramics supplies for programs per budget and purchase as needed.
* Oversee set-up and clean-up of classroom/gallery space in the Ceramics Center.
* Recruit, train, and schedule volunteers, fellows, and student interns as needed.

**Committee and Community Responsibilities**

* Direct the activities and programs of the Nebraska Ceramic Artists Guild
* Serve on Education Development committee and other committees as assigned.
* Collaborate with community organizations and businesses as appropriate or as directed.
* Other duties may be assigned as needed.

**Compensation and Benefits:**

* $18/hour
* 10x10 studio/office space in the LUX Ceramics Center
* Free access to kiln firings and community studio materials
* Financial support to attend the annual NCECA conference.

**Selection**

* The LUX prioritizes the inclusion of traditionally marginalized people in the leadership and staffing of the LUX.
* LUX engages regularly in conversations about how prejudices manifests in our policies, practices, relationships, exhibitions, programs, and culture ​and works to alleviate any harm caused by prejudice and bigotry and create an atmosphere that prevents harm from being done in the first place.
* LUX does not discriminate based on race, color, ethnicity, national origin, sex, age, pregnancy, sexual orientation, gender identity, religion, disability, financial status, or marital status in its programs, activities, and employment.

**To apply for this job:**

Make sure you meet all of the job requirements, and then:

1. Compose a cover letter indicating why you are the right candidate for this job. Include your ideas for the ceramics center and its education programs.
2. Extra consideration will be given to those who research our organization.
3. Send a current resume
4. Send a list of three professional references with contact information.

**Send packet to:**

lindsey@luxcenter.org with director of education search in the subject line

or mail to:

LUX Center for the Arts

Atten: Ceramics Center Manager search

2601 N. 48th Street

Lincoln, NE 68504

**NOTE!** Interviews will commence as qualified candidates apply. There is no deadline, so if you are interested, send in a packet immediately.