

HUTTON HOUSE JOB DESCRIPTION

TITLE: Pottery Technician**REPORTING RELATIONSHIP:** Artworks Coordinator**QUALIFICATIONS:** Degree/diploma in creative arts with 3 years experience in the technical aspects of production ceramics; Standard First Aid and CPR certification; ability to repetitively lift 50 lbs.**JOB SUMMARY:** In keeping with the philosophy of inclusion and mission of Hutton House, the Pottery Technician is responsible for the safe and efficient operation of the pouring area and all mold making and development.**JOB CATEGORY:** Hourly, Part Time**KEY DUTIES AND RESPONSIBILITIES:**

- Repair and maintain all equipment in the pouring area.
- Monitor specific gravity of slip and rate of slip.
- Organize the molds on pouring tables on a timely basis.
- Monitor the condition of molds and make production/master molds as required.
- Monitor timings in the pouring area.
- Establish a production schedule based on pottery studio usage schedule.
- Order pottery materials.
- Facilitate small group classes in the pottery studio for participant and the community when required.

- Maintenance of fire, safety and health conditions in compliance with Workers' Compensation, WHMIS, other legislation and Hutton House policies.
- The correction of any offences or concerns identified by the Health and Safety Committee; reporting promptly on any physical or health condition that may affect the employees.
- Responding to emergencies and completion of accident reports.

- Participate as an effective team member through meetings, professional development, etc.
- Participate in a performance review at least annually with the Artworks Coordinator.
- Support and adhere to the Mission and policies of Hutton House.

Other duties as agreed upon.

The Board of Directors reserves the right to revise the job description at any time.