

# Ceramics Studio Manager

MPA Clay — Part-Time — MPA Berlage Arts & Education Center | McLean, Virginia

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McLean Project for the Arts (MPA) seeks a part-time Ceramics Studio Manager (15–20 hours per week) to support and help shape MPA Clay, a new ceramics studio at the MPA Berlage Arts & Education Center.

MPA is a nonprofit visual arts organization dedicated to connecting people to art and enriching community through exhibitions and education. The opening of the MPA Berlage Arts & Education Center marks a significant expansion of this mission, including the launch of MPA Clay as a fully equipped ceramics studio serving students, artists, and the broader community.

This role is both operational and community-facing. The Ceramics Studio Manager ensures that MPA Clay runs safely, efficiently, and at a high standard, while serving as a knowledgeable and welcoming presence for students, members, and teaching artists.

## Position Overview

The Ceramics Studio Manager is responsible for the day-to-day operation and maintenance of MPA Clay at the MPA Berlage Arts & Education Center. This includes kiln operation, materials management, studio organization, and support of classes and open studio use.

As part of MPA's Education program, the Studio Manager works closely with staff, teaching artists, students, and studio members to foster a collaborative, professional, and well-run studio environment.

Hours are flexible, 15–20 hours per week, distributed evenly throughout the work week to align with studio and classroom needs.

## Key Responsibilities

- Maintain a clean, organized, and fully functional MPA Clay studio and storage areas
- Independently load, unload, and fire electric kilns
- Monitor kiln performance, maintain firing logs, and manage kiln shelf care (cleaning, grinding, kiln wash application)
- Oversee routine maintenance of equipment, including kilns and wheels; coordinate repairs as needed
- Reclaim clay and manage studio materials and waste systems
- Track inventory of supplies and materials; coordinate purchasing and pickups (mileage reimbursed)
- Prepare classroom spaces for scheduled classes, ensuring proper setup of tables, chairs, and materials
- Support administrative needs related to MPA Clay, including scheduling, data entry, and coordination
- Assist in the development and maintenance of the MPA Clay glaze program (training provided)
- Lead orientations for new students and studio members; communicate and enforce MPA Clay studio policies and safety protocols
- Serve as an ambassador for MPA Clay, supporting community building and helping attract new members and instructors
- Collaborate with MPA staff on program planning and ongoing studio improvements
- Take on additional responsibilities as needed to support a successful launch and ongoing operations

## Qualifications

- Strong organizational skills and disciplined approach to maintaining studio standards
- Working knowledge of ceramics processes and equipment; kiln experience preferred (training provided)
- Ability to manage time independently and adapt to changing operational needs
- Strong interpersonal and communication skills
- Comfort working in a hands-on, physically active environment
- Basic computer proficiency (email, Outlook, Google Drive/Docs)
- Valid driver's license and access to a vehicle

## Physical Requirements

- Ability to lift and carry up to 50 lbs
- Ability to stand for extended periods

## Preferred

- Experience mixing glazes
- Teaching experience
- Degree in ceramics or a related field

## Schedule & Compensation

- Part-time, non-exempt
- Approximately 15–20 hours per week
- Schedule distributed across the week based on MPA Clay studio and class needs, including occasional evenings and weekends
- Compensation: \$22-26/hour, commensurate with experience

## Benefits & Opportunities

- Unlimited access to MPA Clay for personal work at the MPA Berlage Arts & Education Center
- Free glazing and firing for personal (non-production) work
- Training in kiln operation, glaze mixing, and studio systems
- Potential teaching opportunities within MPA's education program
- Eligibility to exhibit in MPA member exhibitions and public programs
- Engagement with a vibrant and growing community of artists

## To Apply

Please submit a resume and brief statement of interest outlining relevant experience in ceramics and studio operations to [MPAClay@mpaart.org](mailto:MPAClay@mpaart.org)