

PSAC Job Description

Job Title	Ceramics Studio Assistant	Rate of Pay	In accordance with CA
Classification	Student Assistant III	Approved	2021

Job Summary

To maintain the general Ceramics studio.

Primary duties:

1. Clean and organize the studio tools and supplies
2. Monitor kiln firings, load and unload kilns
3. Contribute to and assist with the GPS Gallery events and BUFASA
4. Lead and organize the annual pottery sale along with other BU events
5. May lead classes, conduct studio hours, workshops or other departmental events as needed
6. other relevant duties as assigned

Qualifications

Skillset:

1. Moderate advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to communicate clearly and effectively
4. Strong attention to detail, task oriented, good basic math skills

Education:

1. Preference given to current Brandon University Bachelor of Fine Arts major student; priority given to a senior level Ceramics major
2. Specific courses related to the given department/faculty in which the job is needed, as stated in the vacancy posting
3. Strong academic standing

Experience:

1. Advanced training and/or specialized experience is required

Working Conditions

1. Work with minimal to no direct supervision
2. Working hours may include day, evening or weekend shifts, as needed
3. Must be able to lift up to 50lbs and possibly be on their feet for long periods of time

Alternate Job Titles may include:

1. none