



## Ceramics Studio Manager Job Description

**Location:** Flower City Arts Center, 713 Monroe Avenue, Rochester, New York 14607;  
<https://flowercityarts.org/>

**About Us:** *MISSION: Flower City Arts Center is a community-focused nonprofit organization that provides education, support, and access for people to create and enjoy art. Flower City Arts is 56 years old and is headquartered in an old firehouse built in 1896.*

**Job Summary:** The Studio Manager maintains a busy production facility with 500+ students per year and 150+ connected artists who rent space. The duties include ordering supplies for clay and glaze materials, overseeing safety and cleaning the space, reclaiming clay, firing kilns, repairing equipment, maintaining inventories, and coordinating with the artists-in-residence.

The resources under the purview of the manager include 7 electric kilns, 1 Bailey gas kiln, 1 pug mill, 1 mixer, and 20+ electric wheels. The Manager coordinates with the Director, Studio Tech, and the Artists-in-Residence to provide services to the students.

**Reports to:** Director of Ceramics and Firehouse Gallery

**Knowledge/Skills Required:** Extensive knowledge of ceramic material and trends; clay body knowledge; glaze chemistry; cone 10 reduction and oxidation kiln firing; teaching skills; carpentry skills; basic computer skills; minor plumbing and electrical knowledge a plus.

Candidate should be energetic, organized, and motivated, with strong customer service skills. Must have good communication skills, and the ability to work both independently and collaboratively, as part of a whole team.

**Key Responsibilities:** Loads and unloads all student and studio artist work; oversees the clay reclamation process; maintains inventories of dry and wet materials; oversees the glaze lab; coordinates artist-in-resident schedules; assists with load in/out of the gallery; repairs and maintains gallery walls and furniture; assists with all exhibiting artists for Flower City Pottery Invitational (FCPI); and coordinates firing of special program artwork.

**Minimum Qualifications:** BFA or MFA preferred; 3 - 5 years of experience teaching and working within a ceramic studio, nonprofit, or community ceramics studio experience a plus.

**Hours:** Full-time, 40 per week

**Pay Range:** \$20 - 22 / hour

**Benefits:** The Flower City Arts Center creates an open and collaborative work environment with a variety of benefits, vacation days, sick leave, holidays, class enrollment (space permitting and paying any



applicable materials fees), free parking, available health, dental, and vision insurance plan choices, flexibility, and engagement in events, exhibits, and art openings. The Studio Manager has a personal space in the lower level of the building. Materials and firing are at cost, and may not interrupt student work or impede the studio flow.

**How to Apply:**

Interested candidates should submit a cover letter and resume outlining qualifications and experience by **June 25, 2026**. Please include three professional references. Email to: Kate Whorton, Director of Ceramics & Firehouse Gallery; [kwhorton@flowercityarts.org](mailto:kwhorton@flowercityarts.org)

*Flower City Arts Center is an equal opportunity employer. We care about diversity, equity, accessibility, and justice, and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, ethnicity, national origin, gender identification, sexual orientation, religion, size, disability, age, or any other protected class.*