

Artica Studio Attendant: Ceramics Apprentice

POSITION DESCRIPTION

A creative team member who promotes and provides clay-centered assistance in the Artica Ceramic Studio and provides arts and crafts assistance to the greater NU community. The Artica Ceramics apprentice assists the Ceramics Technician with weekly clay-based projects, including, but not limited to, reclaiming clay, preparing clay and tools for current and upcoming classes, loading and unloading the kiln, and interacting with ceramics members and mini course students on a week-to-week basis. Having prior experience in ceramics is required, and prior experience in Artica Studios is preferred. In addition, the Artica apprentice may be cross trained to work at the front desk as hours are available. Other duties and skills include great customer service, a collaborative spirit, and passion and desire to learn more about ceramic arts and studio operations. Ongoing monitoring of the safe use of the Ceramic Studio and Classroom while on shift is expected. The Apprentice creates a friendly, informative, customer-oriented atmosphere through interacting with community members and staff alike.

HUMAN RESOURCES DETAILS

Shifts: 8-10 hours/week • M-F as available, occasional weekends **beginning Spring 2026**

Starting Wage: \$16.00/hour

Reports To: Ceramics Technician, Assistant Director, Arts & Programs

ESSENTIAL FUNCTIONS

1. Work closely with ARTica Ceramics Technician and Assistant Director to maintain a consistent and reliable schedule each quarter.
2. Willingness and desire to learn more about ceramic arts and studio operations
3. Help keep all studio spaces clean and organized, while practicing safe maintenance procedures
4. Works with Ceramics Technician to prepare for weekly mini courses, workshops, and classroom set up needs.
5. Assists the Ceramic Technician with special maintenance projects – such as processing reclaim clay, mixing glazes, assessing cleanliness of studio, firing and/or unloading and loading the kiln, etc.
6. Sets up spaces for Mini Courses and assist instructors if needed
7. Sells supplies/clay for special projects and ceramic-oriented events as needed via the in-studio POS system
8. Annually enroll in a Mini Course or Workshop as they are available
9. Under the guidance of the Ceramics Technician, load and unload the kiln weekly as agreed upon with the technician.
10. Conduct ongoing research and administrative duties as assigned by the Technician or Assistant Director.
11. Fill in for Artica attendants as needed or as hours are available.

12. Help work special events such as weekly bisque painting events, arts and crafts fair, etc. As available.
13. Encourage studio participation in all artistic promotions and projects within the ceramic's studio
14. Attend area meetings and Norris University Center for for orientation and SSDM training programs.
15. Performs other duties as assigned

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- **Previous ceramics experience within a studio setting is required**
- Fundamental knowledge of ceramics within a community-oriented studio environment.
- Willingness and desire to learn more about ceramic arts and studio operations
- Additional creative interest with one or more of the following: drawing, painting, photography and/or printmaking.
- Good Customer Service skills
- Work well as a team and independently
- Dependable and accountable
- Conscientiousness regarding attendance and adherence to studio policies and procedures
- **Work Study applicants will be given priority**