



Junior Ceramics Technician Job Description & Person Specification

Weekly Hours

15 hours per week, worked flexibly in consultation with other staff. A minimum of 4 hours per week should be worked in person with the Senior Technician - dates and times mutually agreed. We are happy to negotiate fewer or flexible hours with the candidate to suit their needs and other commitments.

Length of Contract

1 year fixed-term contract until the end of February 2024. After 1 year in post this post may be extended, depending on business needs and availability of funds.

Place of Work

Normal place of work will be: Studio 216 and Studio 413, Wasps Meadow Mill, Dundee. Some administrative work can be worked flexibly from home on negotiation.

Salary, Holiday and Pension Information

The Junior Technician will be offered a yearly salary starting at £9,360 per year (Full Time Equivalent: £24,960, hourly rate £12 per hour).

This contract will include 84 hours statutory paid holiday per year (equivalent to 5.6 weeks).



If this contract is renewed after 1 year, the hourly rate of pay will increase incrementally for each year of continued work, following a successful performance review meeting with the board. The full-time equivalent salary range for this role: £24,960 - £33,280 over 5 years.

This role is offered on a PAYE basis and includes employee pension auto-enrolment with employer contribution. The contract also includes contractual sick leave as well as access to other employee benefits.

Job Duties / Responsibilities

- Assist the Senior Technician to maintain the kilns and strictly monitor their safe use, including kiln loading, unloading, and firing, as well as kiln shelf maintenance.
- Assisting the Senior Technician to maintain the firing schedule.
- Assist with the smooth day-to-day functioning of Dundee Ceramics Workshop, working as part of a team alongside the board of directors, committee, staff, volunteers and members.
- Communicating with members and other persons involved with the studio. The Junior Technician must work with a sensitivity and awareness of DCW's activities and ethos and be able to communicate that as required with both members and the public.
- Attend regular staff meetings, and DCW Team meetings.
- Attend training and development sessions as directed by the Senior Technician.
- Provide support to volunteers and other contractors by maintaining robust health and safety policies and procedures. Including supporting the Senior Technician with Health & Safety induction process of new DCW members, tutors, volunteers, and staff.
- Supporting the Senior Technician to monitor equipment, including electric kilns, and assess when essential maintenance must be undertaken.
- Work closely with our Senior Technician, Workshop Coordinator and Class Tutors to schedule use of the kiln and other specialist equipment and keep track of materials used.
- Stock management: support the Senior Technician in the budgeting of the materials, ordering, inventory, and use of materials in the workshop.
- The Junior Technician is responsible for overseeing and managing clay recycling processes, as well as training volunteers and any studio assistants in how to effectively and efficiently recycle clay.
- Assist in set-up for workshops in DCW if required, and provide demonstrations when needed.



- Opening the workshop and providing support and advice to anyone coming in during open hours, including members, class attendees collecting work and members of the public.
- Cleaning, as required.
- Manage own hours, personal administration and timesheets.
- Other tasks as mutually agreed.

Person Specification

The successful candidate must be able to clearly demonstrate how they meet the essential criteria outlined below.

Knowledge and Experience

Essential:

- Minimum 1 year of technical ceramics knowledge including operation of electric kilns, pottery wheels and other equipment.
- Good breadth of skills in and awareness of standard ceramics processes and techniques.

Desirable:

- Interest and background in art/craft/ceramics/pottery.
- Prior experience working/volunteering within the charity sector.

Skills and Attributes

Essential:

- Excellent communication skills and a friendly and caring attitude to others.
- Confidence in cash handling, ordering materials, communicating with suppliers etc.
- Self-motivated and proactive work ethic, with the ability to work well on your own initiative.
- The candidate must be able to carry and wedge heavy loads of clay effectively.



Desirable:

- Desire to learn and an openness to developing and furthering your skills and approaches.
- Good computer literacy including confident use of spreadsheets to manage budgets and timesheets.

How to Apply

Please send a CV and Cover Letter to info@dundeeceramicsworkshop.com

Your cover letter should be no longer than 2 sides of A4 outlining how you meet the person specification and why you feel you would be a good fit for the role. Please note **you must meet the essential criteria**, we recommend you approach the criteria systematically and outline exactly how you meet each individual requirement.

Deadline: 6 March 2023 at 17:00