

# Job Advert: Workshop Coordinator (Maternity Cover)

**Job Title:** Workshop Coordinator

**Organisation:** Dundee Ceramics Workshop (Tin Roof, Registered Charity No. SC046056)

**Location:** Dundee

**Hours:** 20 hours per week (flexible)

**Salary:** £17,680.00 per annum pro rata (£17.00/hour; £35,150.00 FTE)

**Contract:** Maternity Cover (subject to 6-month probation)

**Start Date:** December 2025

## About Dundee Ceramics Workshop

Dundee Ceramics Workshop (DCW) is a community-focused studio providing access to ceramics facilities, classes, and creative opportunities for artists, members, and the wider public. We are seeking an organised, proactive and personable **Workshop Coordinator** to manage our daily operations, support tutors, volunteers, and members, and ensure the smooth running of our vibrant workshop.

## The Role

The Workshop Coordinator will be the key point of contact for DCW, managing the day-to-day running of the studio, including membership, classes, volunteers, and finances. You'll work closely with the volunteers, committee, tutors, and members to support DCW's creative programme and community ethos.

## Key Responsibilities

- Coordinate the scheduling, marketing, and administration of classes and workshops.
- Manage studio memberships, inductions, and communication with members.
- Oversee volunteer recruitment, induction, and scheduling.
- Handle financial administration including class income, petty cash, and member payments.
- Provide support to tutors and technicians, ensuring the smooth running of studio activities.
- Maintain high standards of cleanliness, health, and safety in the workshop.
- Website updates, marketing content, and funding applications.
- Represent DCW as the main contact point for enquiries and visitors.

## What We Offer

- A supportive and creative working environment.
- Opportunities for professional development and training.
- Pension contributions and paid annual leave (14 days (112 hours) pro rata + public holidays).
- Flexible working arrangements.

# Job Description: Workshop Coordinator

**Reports to:** The Board of Directors

**Location:** Dundee Ceramics Workshop, Dundee

**Hours:** 20 hours per week (flexible)

**Salary:** £17,680 per annum pro rata

## Main Duties

### Personal and Administrative

- Manage your own hours, administration, invoices, and timesheets.
- Act as the first point of contact for members, tutors, and the public.
- Handle email enquiries and communication across DCW.
- Provide regular updates to the board and committee on classes, events, and operations.

### Committee Support

- Attend meetings and assist with administrative tasks.
- Communicate operational updates and support decision-making.

### Financial Management

- Process class and membership payments.
- Maintain basic bookkeeping records and monthly cash flow spreadsheets.
- Manage gift vouchers, freelance invoices, and petty cash.
- Support financial reporting and assist in budget monitoring.

### Classes and Tutors

- Plan and schedule classes up to 6 months in advance.
- Liaise with tutors on proposals, materials, and scheduling.
- Manage class marketing and social media promotion.
- Ensure class bookings and participant communications are accurate and timely.

### Members and Volunteers

- Oversee member sign-ups, renewals, and inductions.
- Maintain cleanliness and organisation in the studio.
- Recruit, induct, and schedule volunteers for daily operations.

## Workshop and Operations

- Support with equipment maintenance and ordering materials.
- Monitor stock levels and firing schedules.
- Assist with funding applications and strategic planning.
- Maintain and update website content.

# Person Specification

### Essential Criteria

- Strong organisational and administrative skills
- Knowledge of ceramics and creative arts
- Excellent communication and interpersonal skills
- Ability to manage multiple tasks and work independently
- Confident in handling finances and spreadsheets
- Competent IT skills (Google Workspace, Excel/Sheets, Word/Docs)
- Team worker with a proactive, flexible approach
- Calm and professional under pressure

### Desirable Criteria

- Experience managing or coordinating a creative studio or workshop
- Experience working within a charity or community organisation
- Familiarity with social media marketing and websites
- Experience with event planning or scheduling
- Understanding of health & safety and volunteer management
- Experience with funding applications or reporting