

Job Description

Job Title:	Studio Assistant
Reporting to:	Studio Officer

Vision, Mission, and Values

All British Ceramics Biennial (BCB) team members work within the spirit of and contribute to the delivery of our vision, mission and core values.

Our Vision

Making change through clay

Our Mission

To develop, sustain and expand innovative ceramics practice and improve lives together with artists and creative communities

Our Values – The Way We Work

- Bold
- Accountable
- Welcoming
- Significant
- Grounded
- Inclusive
- Connected
- Collaborative

Job Purpose:

Help to ensure that the BCB studio is a clean, enjoyable and safe environment which encourages participants to develop their creative skills and confidence through making with clay. Ensure that the studio is well organised, environmentally sustainable and safe.

Responsibilities:

1. Assist the Studio Officer with the efficient day to day operation of the studio so that full use can be made of its facilities.
2. Keep all spaces, equipment, tools and supplies organised, clean and in good working order, working to an agreed cleaning/maintenance schedule.
3. Follow all cleaning procedures in the studio including hoovering and mopping of floors, cleaning water buckets and keeping surfaces clean and tidy.
4. Mix and maintain glazes, slips and other materials, process reclaim and maintain sink trap processes.
5. Track and maintain supplies and effectively communicate stock levels with the Studio Officer to ensure the smooth running of the studio.
6. Assist with setting kilns for firing and undertake loading/unloading of the kilns.
7. Track and record energy usage in accordance with BCB's Environmental Policy and Plan.
8. Support the consistent application of health and safety, safeguarding and equality procedures
9. Deal efficiently with any incidents and problems in the studio in accordance with working procedures.
10. Support the safe and efficient storage of artworks and products throughout the studio.
11. Track and record studio usage and gather data for evaluation purposes (in accordance with UK GDPR).
12. Continue to improve personal knowledge of ceramic materials, processes and studio organisation.
13. Maintain open and helpful communication so participants get maximum benefit from the facilities.
14. Maximise the potential and raise the profile of the BCB Studio by helping to identify new and innovative ways it can be put to good use; including running open studio taster events, producing material for the communications team and reducing its environmental impact.
15. Open up and lock up the studio in accordance with working procedures when required.

General Requirements:

- Contribute positively and work in accordance with BCB's culture, values, aims and objectives
- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external events, meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that relevant policies, procedures and working practices are adhered to at all times
- Act as a positive ambassador for BCB
- Positively contribute to BCB's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably required
- Positively contribute to the evaluation of the impact of BCB programmes and other key business plan objectives

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed in consultation with the employee. As a general term of employment, BCB may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

In accordance with BCB's Safeguarding procedures, this position requires a basic DBS check.

I confirm that I have read and accept the duties and responsibilities contained in this job description.

Name (Please Print)

Signed

Dated

Person Specification

Qualifications	Essential	Desirable	Method of Assessment*
Ceramics qualification		*	A, C
Willing to undertake further studio related training	*		A

Experience	Essential	Desirable	Method of Assessment*
Experience in a ceramic studio environment (including work placements or education)		*	A, I
Experience operating, loading and unloading kilns		*	A, I
Experience in aspects of ceramic studio operation including glaze materials, proper mixing (clay and glazes) protocols and hazards		*	A, I
Working to and achieving deadlines	*		A, I
Working positively as part of a team	*		A, I

Knowledge & Skills	Essential	Desirable	Method of Assessment*
Passionate about sharing knowledge of clay, glazes and ceramic processes		*	A, I
Able to engage individuals in a positive and engaging manner	*		A, I
Able to maintain accurate records	*		I
Able to understand ceramic processes and communicate them effectively		*	A, I
Understanding of studio health and safety requirements	*		I
Competent user of the full range of studio equipment		*	A, I
Able to analyse problems, identify alternatives and make recommendations	*		I

Personal Attributes	Essential	Desirable	Method of Assessment*
Effective communication skills	*		A, I
Able to work calmly and professionally under pressure	*		I
Team player – work efficiently and effectively with others	*		I
Appreciation of the need for equality of opportunity for all	*		I
Excellent attention to detail and accuracy	*		I
Ability to use initiative, work independently and take ownership of own work actions	*		I
Enthusiasm for ceramics and the work of BCB	*		A, I
Able to prioritise workload	*		I
Operates with integrity and honesty at all times	*		I
Identifies with BCB's core values	*		I

* A – Application / C – Certificate / I – Interview