

POSITION:	<b>Temporary Ceramics Technician, Level I</b>
AFFILIATION:	FUNSCAD Unit II
SALARY RANGE:	Group 4, step 1 (\$27.46 per hour)
DEPARTMENT:	Division of Craft - Ceramics
HOURS OF WORK:	15 hours per week – work schedule to be determined The incumbent's work schedule will be flexible and will require some evening and weekend shifts.
TERM:	Starting May 15 and ending August 15

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### POSITION SUMMARY

The Ceramics Technician is responsible for overseeing the maintenance, organization, and supervision of a limited access Ceramics Department and assisting in the technical research of clay bodies and glazes and digital technologies related to ceramics. The responsibilities of the incumbent include maintenance of equipment, purchasing of minor supplies, and when required, providing instruction in the safe use of the equipment and facilities. The technician is competent in programming kilns and learns the maintenance regime for Blaauw kilns. The incumbent also ensures the implementation and application of adequate health and safety policies and practices.

### RESPONSIBILITIES

- Ensures readiness of all in-class materials, batched glazes and clay supplies frequently each week in the credit and non-credit programs.
- Technician will load kilns when required.
- Ensures that Ceramics facilities are properly cleaned and organized on a regular basis. Ensures kiln furniture is clean and in good working order for use in the kilns.
- Ensures that students adhere to equipment schedules to assure efficient and fair access and use of equipment within the Department.
- Carries out health and safety orientation for those working in the studio and helps faculty enforce established health and safety policies/practices; promotes safe work habits and maintains equipment for safe use.
- Organizes and schedules student assistants under faculty supervision and ensures that timesheets are filled out and submitted in a timely manner.
- When faculty are not available, assists students with technical problems related to the construction of clay works, plaster molds, etc.; demonstrates and oversees clay mixing, the loading of kilns and shows students how to use ceramic equipment properly to avoid injury and equipment damage.
- Maintains all equipment and tools in the Ceramics Department, the kilns and mixing equipment in particular, ensuring that all are in good working order and safe to use. Arranges maintenance for equipment that requires outside contractors. Advises faculty when equipment is out of order and the proposed schedule & timing for repair.

### SPECIFICATIONS

A Bachelor of Fine Arts with a concentration of studies in Ceramics combined with one to two years of technical experience in ceramics or equivalent education and experience is required.

A solid understanding of the function of and method of firing fuel burning kilns is required as well as knowledge of how to repair kilns and other operating equipment. The incumbent will have basic carpentry skills and an

understanding of ceramic materials. Experience working in a post-secondary educational environment is an asset.

Very good interpersonal skills and an ability to communicate effectively are essential and well developed organizational and time management skills are required. The incumbent must have knowledge regarding health and safety issues. Due to the nature of the equipment and/or materials used, the incumbent must be attentive and responsive to potential safety hazards and take appropriate precautionary measures as required. On a regular basis, this position must coordinate the lifting and moving of bags of material and heavy equipment.

### **APPLICATION PROCESS**

Applications should be sent to the Director of Human Resources, NSCAD University via email to [careers@nscad.ca](mailto:careers@nscad.ca). Applications should include a cover letter and detailed CV.

**Deadline for applications: Friday April 26<sup>th</sup> at 4:00 pm.**

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.*