

POSITION: **Ceramics - Technician**
DEPARTMENT: Academic Affairs and Research - Ceramics
AFFILIATION: FUNSCAD Unit II
SALARY RANGE: \$49,979.53
REPORTS TO: Chair, Division of Craft
HOURS OF WORK: 35 hours per week

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.

RESPONSIBILITIES

- Maintain 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. Arrange maintenance of equipment as required.
- Ensures stock is ordered and made appropriately available for course requirements, including clay and glaze materials, chemicals, plaster, equipment parts, cleaning and miscellaneous materials.
- Maintain the digital ledger of expenditures and purchases; in consultation with faculty, prepare capital and operating budget requests and provide monthly updates on purchasing.
- Ensure clay is prepared in advance of scheduled classes and that materials are stored appropriately.
- Ensure adherence to University Policies and keep abreast of policy changes.
- Ensure the Ceramics facilities are properly cleaned and organized and that kiln furniture is clean and in good working order.
- In coordination with the faculty, ensure that students adhere to equipment schedules to assure efficient and fair access and use of equipment within the Department; manage students and provide supervision to student employees, in the Ceramics facility.
- Schedule and present health and safety orientation for the studio each semester and assist faculty in ensuring established health and safety policies/practices are adhered to and understood.

Requirements

An undergraduate degree in Fine Arts and a minimum of three (3) years related experience with technical experience in ceramics (or equivalent combination of education and experience) is required. A comprehensive understanding of ceramic materials, firing fuel-burning kilns, kiln programming as well as knowledge of how to repair electric kilns and other operating equipment is required. A demonstrated understanding and practice of resource and materials management is required. Excellent interpersonal skills, service orientation, and an ability to communicate effectively are essential. Well-developed organizational and time management skills are required. The successful candidate must be able to work in a busy environment in which frequent interruptions are prevalent. The successful candidate must have demonstrated knowledge in health and safety due to the inherent risks and hazards associated with the position. Ability to regularly lift and move large heavy objects up to 50lbs is required. Basic carpentry and welding skills or a willingness

APPLICATION PROCESS

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

Deadline for applications: Review of applications will begin on **June 24th, 2019** and continue until the position is filled.

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.