



## Description of Duties

<b>Title</b>	<b>Wine and Wheel Workshop Assistant</b>
<b>Reports To</b>	Ceramics Studio Manager
<b>Hours</b>	5 hours per workshop
<b>Status</b>	Volunteer

The Kirkland Arts Center Ceramics Program seeks a volunteer to help one night monthly as a Workshop Assistant. This hands-on workshop is a one night introduction to wheel throwing in KAC's "Wine & Wheel" workshop. The volunteer will help the workshop instructor as they conduct the workshop, set up and clean up. The volunteer reports to the Studio Manager and works directly with the Workshop Instructor.

### Duties:

- Prepare materials for the workshop
- Assist in teaching wheel throwing
- Wedge and prepare clay and materials
- Assist in cleaning up after the workshop
- May answer students' general and/or technical questions about their projects; however, the monitor does not give evaluation, critique or judgements of student projects.
- Must be cordial, friendly, and respectful with the students
- Perform other duties that may be assigned

### Requirements:

- Time commitment required is 5 hours assisting during the workshop.
- Continued monthly commitment in assisting the workshop.
- Experience with ceramics for a minimum of 1-year is required.
- Intermediate knowledge in wheel throwing is strongly recommended.
- Show professionalism, use sound judgment, and remain flexible as demands and priorities change.
- Must be able to follow instructions, accept feedback and ask questions.
- Must be reliable, dependable, and responsible.
- Evening and weekend hours are required.
- Ability to lift up to 50 pounds.

This is a great experience for volunteers who wish to learn more about ceramics and gain teaching experience! To apply please send an email to KAC's Ceramics Studio Manager, Brooke Cerny [bcerny@kirklandartscenter.org](mailto:bcerny@kirklandartscenter.org). Please include a letter of interest, which also details your experience with ceramics.

KAC is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our staff, students, and governing institutions. Volunteers with diverse backgrounds, such as those who identify as Black, Indigenous, Persons of Color and/or LGBTQ+, are encouraged to volunteer.