

Workshops Manager Duties

Duty Statement

Under the direction of the Director and to the extent of the hours:

- Monitor developments in clays, glazes and pottery practices and advise as appropriate.
- In conjunction with relevant staff, research, test and introduce new glazes to improve the quality of glazes available to students and to reflect developments and changing trends in pottery.
- Manage stock control including purchasing clay, raw materials, tools and other workshop items.
- Monitor and facilitate the testing and tagging of all electrical equipment as appropriate and in accordance with relevant ACT legislation.
- During hours of employment be available to answer enquiries for facility users and provide general advice on pottery matters.
- During hours of employment take payments as required.
- Liaise with cleaning staff on the cleaning of the premises.
- Ordering and stock control of cleaning, bathroom and tearoom supplies.
- Attend regular staff meetings to report on facility operations to the Director.
- Adhere to current occupational health and safety practices in the workplace and be aware of public liability issues.
- Facilitate new member orientation sessions.
- Workshop user key issue and control.
- Other duties as appropriate.

Application Process

Applications to: director@canberrapotters.com.au Subject Field: WM Position

Interested applicants should send a current CV and a brief description of skills and abilities that will enable the applicant to fulfil the duty statement tasks.

Only successful applicants will be contacted for interview.

Canberra Potters are an equal opportunity employer.

Applications close: 22 February 2019