



## Clay Business Production Manager

### **Company**

The Bray believes that excellence in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to the ability to create thought provoking and important work. When unique perspectives and experiences are shared and embraced, everyone gains.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. We will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

### **Summary of Responsibilities**

The Bray Clay Production Manager works closely with the Clay Business Manager and Clay Business Retail Manager to produce and maintain adequate inventories of the Bray's various clay bodies. The Bray Clay Production Manager also oversees the production assistants, operates the mills, and performs or oversees maintenance on production equipment. The Bray Clay Production Manager will also assist with organizing and maintaining inventory for the warehouse and retail space.

### **Hours**

- 40 hours/week; occasional Saturdays required
- Permanent full-time; on-site position

### **Compensation and Benefits**

- Hourly rate \$19-\$21/hour depending upon experience
- Health, Vision, and Dental insurance; premiums paid at 100% by the Foundation
- Paid Time Off (PTO) according to The Bray Employee Handbook
- 10 paid holidays each year
- Additional days of holiday PTO during Christmas/New Year's each year and other benefits according to Archie Bray Foundation policies

### **Requirements**

The Production Manager should possess the following personal skills and attributes:

- Excellent communications, organizational and time management skills
- Knowledge of ceramic materials, processes and techniques
- Ability to multi-task and maintain attention to detail
- Mechanical aptitude for troubleshooting and repairing production machinery
- Energetic and collaborative personality with self-starter approach to work
- Ability to safely and routinely lift and move objects up to 50 pounds, occasionally 100lbs

#### **Duties**

- Review past production data and plan production schedules
- Ensure production facilities are kept clean and safe for employees
- Provide technical assistance to customers, resident and visiting artists, workshop and community class participants related to our clay bodies
- Train and manage production assistants and interns
- Identify current customer needs and respond to changing needs
- Be able to solve problems and handle unusual circumstances

#### **Other Duties**

- As assigned

#### **To Apply**

Please visit the Archie Bray Application Portal at

<https://archiebray.slideroom.com/#/permalink/program/69399>

No phone calls. Please direct emailed questions to Brad Robinson at [brad@archiebray.org](mailto:brad@archiebray.org) by October 10, 2022. Position open until filled.