



Clay Business Assistant Manager

4-7-2025

Company

Archie Bray Foundation for the Ceramic Arts (The Bray) was founded at the foothills of the Montana Rockies in 1951 by entrepreneur, brick maker, and avid arts patron Archie Bray, who intended it to be a place to “make available for all who are seriously interested in the ceramic arts, a fine place to work.” The primary mission is to provide an environment and connection with other serious artists that stimulates creative work in ceramics.

The Bray is committed to equity, and inclusivity in all aspects of its operation. It seeks to create an environment that allows opportunity for employees, resident artists, and participants to enjoy and benefit from its programs. When all are welcome to be their full selves and share their unique perspectives our creative community only grows stronger.

Description of Bray Clay Program

Bray Clay is a busy nonprofit retail and clay manufacturing facility located on the site of the Archie Bray Foundation. Also founded in the early 1950's, its mission is to support that of the greater foundation by providing access to materials, tools, equipment, and technical support to all who are interested in the ceramic arts. Today it generates over \$1 million in gross revenue annually; any earnings in excess of program costs are used to support Bray general operations. It proudly serves a diverse community of ceramic artists, students, hobbyists, and professionals.

Assistant Manager Position Summary

This position works closely with management and other staff to ensure that the operations of the Clay Business run smoothly. Responsibilities span across retail and manufacturing and therefore offer an opportunity to gain valuable experience.

Reports to: Online/Retail Manager, Production/Retail Manager

Responsibilities:

- Responsible for all sales activities and sales associate duties such as:
 - Greeting customers and answering their questions
 - Taking phone calls
 - Making product suggestions and providing product information
 - Take payments: cash, check, credit
 - Take customer's refunds/exchanges.
 - Loading customer's purchases in their vehicles.
 - Fulfill customers' orders including pickup, freight, and parcel shipments.
 - Help clean and organize retail space.
- Work with Online/Retail Manager and Production/Retail Manager to receive incoming freight.

- Work with Clay Business leadership to organize and maintain the warehouse in a way that optimizes the use of space and allows for safe movement of people and materials throughout a workday.
- Oversee cleaning regime for the warehouse, wet storage room, pug mill room, and retail space. This should keep all forms of dust to a minimum, all trash disposed of in a timely manner, and all ongoing projects tidy.
- Manage dry material and wet clay inventory with Production/Retail Manager.
 - Take physical counts to check POS System's count of wet clay and dry materials needed to make them.
 - With the Production/Retail Manager, create a mixing schedule of wet clays in order to effectively maintain inventory.
 - Monitor dry material inventory in warehouse and inform Production/Retail Manager when reorder points have been reached.
- Lead clay mixing teams.
 - Make sure that clay mixing team is doing their job safely at all times.
 - Instruct clay mixing teams in what clay is to be made and when.
 - Help mix clay when needed.
 - See to it that the clay mixing operations are safe, efficient, and are producing the best clay possible.
 - Work with equipment maintenance manager when needed to ensure equipment is kept in safe working order.
 - Work with Production/Retail Manager to record the amount of clay produced each day so that it can be entered into inventory.
- Perform quality control on clay bodies.
 - See that each batch number of clay that is made is tested according to the required quality control protocols provided by the Director of the Clay Business and the Production/Retail Manager.
 - Report any issues to Clay Business Director and Production/Retail Manager as soon as you encounter them.
 - Work with Director of Clay Business and Production/Retail Manager to create an efficient and organized work space where test tiles can be made, dried, fired, and stored.
- Other duties as assigned.

Position Requirements:

- Excellent customer service skills
- Excellent communication skills
- Ability to maintain attention to detail
- Excellent organization and time management skills
- Ability to work as a member of a team
- Self-motivated
- Ability to lift 50 pounds or more on a regular basis
- Must be able to wear a respirator when required to do so
- Must be safety conscious and willing to follow all safety protocols

Desired Qualifications:

- Experience and passion for retail business
- Enjoy people and find meaning in serving them
- Online marketing experience
- Knowledge of ceramic materials and their function and/or the interest to learn
- Knowledge of ceramic processes and techniques and/or the interest to learn
- Skill with POS systems and/or the interest to learn
- Experience with computer system migration and/or the interest to learn

Hours:

- Full Time (1.0 FTE) Position
- Must work two Saturdays a month.
- Occasional travel may be required

Compensation and Benefits:

- This is a permanent, full time, hourly, non-exempt position.
- Salary: \$20 per hour.
- Paid health insurance, vacation time and sick leave. Paid vacation during Christmas/New Year's, and other benefits as described by Bray policies.

To Apply

Please email a cover letter, résumé/cv and contact information for 3 references to admin@archiebray.org. General questions about this position and the Bray may be directed to Brad Robinson, Admin Manager at brad@archiebray.org No phone calls please. Applications will be reviewed beginning 4-15-2025.

Position remains open until filled.