



CITY OF IRVINE IS HIRING!

Community Services Leader III

Fine Arts Studio Technician - Ceramics

\$22.09 - \$29.02 per hour

Part-time: Up to 19 hours per week

*The City of Irvine seeks a personable, skilled, detail-oriented individual with a background in ceramics, studio operations, and customer service to collaborate with art education staff in providing technical support and oversight to the ceramics studio and arts education programs at the Irvine Fine Arts Center. **This position is part-time, up to 19 hours a week, requiring a 3-day work week availability with mandatory Friday shifts.***

Your Impact:

- Oversee daily studio operations and provide support and supervision with studio users, contracted instructors, part-time staff and volunteers.
- Ability to serve as a work lead, coordinating workflow, schedule, daily task delegation, and on the job training assistance.
- Maintain a safe, organized and clean ceramics studio environment. Maintain storage areas and equipment, including potter's wheels, kilns, slab rollers, extruder, and spray booth.
- Conduct studio orientations and refresher classes for new studio users.
- Oversee ceramics firing process including loading, unloading and firing of three large gas kilns, two electric kilns, and one Raku kiln. Support well-scheduled firing times and project delivery.
- Order and maintain ceramics studio supplies including clay, glazes, and dry materials.
- Establish and enforce studio rules and provide consistent expectations for all users.
- Provide excellent customer service and assistance with the facility's general operations.
- Assist with major special events on an on-going basis.
- Ability to communicate effectively, both verbally and in writing.
- Basic computer skills including Microsoft Word and Outlook.

Best Fit:

- Two or more years of technical experience in ceramics is highly desirable.
- Knowledge of gas and electric kilns, as well as an understanding of art materials and processes.

Minimum Qualifications:

- Two years of college or university level coursework in ceramic arts or fine arts, and two years of experience working with the community in ceramic studio arts, teaching, recreation, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing 50 lbs.) and ability to lean, stoop, twist and bend in the performance of job duties. Ability to stand/walk for a majority of the scheduled shift.
- Ability to wear respirator for glaze making and disposal. Exposure to chemicals including gas and other materials used in ceramics process.
- First Aid and CPR Certificate will be required within first three months of employment.



For more information, and to apply by 5 p.m. on June 5, 2026, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

