

Clay Studio Assistant - Part-time

WBCA is seeking a part-time Clay Studio Assistant to join our team.

About WBCA:

Founded in 1968, White Bear Center for the Arts is a thriving non-profit community art center, serving our creative community for over 50 years. WBCA offers over 1,000 art classes in a variety of mediums taught by over 150 professional teaching artists, and a dozen free gallery shows per year within our three gallery spaces. Our mission is to enrich lives, inspire creativity, and build understanding through art. Find us at whitebeararts.org.

- Position: Clay Studio Assistant (23 hours per week)
- Hours: Monday and Wednesday 9:00-5:00 PM and Friday 9:00-4:00 PM
- Location: 4971 Long Ave, White Bear Lake
- Wage: \$17.00 per hour
- Reports to: Clay Program Manager

Key Responsibilities:

The Clay Studio Assistant helps to ensure the smooth operation of WBCA's clay classes and kiln firing schedule.

- Independently load and unload electric kilns.
- Organize student work.
- Clean and maintain the clay studio classrooms
- Occasionally, mixing and maintaining glazes.
- Reclaim clay, using a pug mill.
- Special projects for the clay area i.e. glaze tiles, re-organizing.
- Assist the Clay Manager with Imagine Art youth summer programs, including organizing and firing work.
- Assist WBCA staff with set up of classes.
- Assist WBCA staff at special events as requested.
- Effectively communicate and cultivate relationships with constituents by providing personable and timely customer service.
- Other duties as assigned by the Clay Program Manager and Programming Team

Required Qualifications:

- Basic knowledge of ceramic equipment and processes.
- A desire to learn a variety of firing and glaze mixing practices.
- Ability to work independently, take initiative, and be proactive.
- Communicates with the Clay Manager about the operation and effectiveness of the clay studios.
- Understanding of safety protocols regarding hazardous materials and respirator use.
- Must be able to lift and move at least 50 lbs (bags of clay, buckets of glaze, etc.).
- Ability to perform repetitive tasks and stand for extended periods in a studio environment.
- Ability to climb and safely use step ladders.

- High School diploma

Benefits:

- Paid Sick Time available.
- Tuition-free classes for employees.
- 30% off discount in retail and gallery.

How To Apply:

- Send an introductory letter and resume to careers@whitebeararts.org.
- Please, no phone calls at this time.
- Job offer contingent upon passing a Criminal Background check.
- Applications accepted through Oct 3, 2026

White Bear Center for the Arts is an equal opportunity employer and actively seeks staff as diverse as the communities it serves. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Studies have shown that women and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job. We would encourage any interested applicant to apply, even if you don't meet every one of our qualifications listed.