



Part Time Studio Technician Job Description

Position Summary

Studio Technician is responsible for supporting the daily operations of the studio by assisting with production, customer service, inventory organization, and maintaining a clean, efficient workspace. This position plays an important role in ensuring projects are completed accurately, on time, and to the highest quality standards while providing an exceptional customer experience.

Schedule / Availability

- Part-time (approximately 12–20 hours per week)
- Current schedule:
- Monday/Tuesday 2:30-8:30pm
- Saturday/Sundays 10:30am-2:30pm

Essential Responsibilities

- Operate/maintain studio equipment--pottery wheels, pug mill, kilns--safely and efficiently (training provided as needed).
- Prepare materials and organize items for production, classes, and orders.
- Perform quality checks to ensure ceramics meet company standards.
- Welcome customers and provide friendly, professional service.
- Answer phones and assist with customer inquiries.
- Process customer pickups and transactions.
- Maintain inventory of supplies and notify management when materials need replenishing.
- Keep the studio clean, organized, and production-ready.
- Assist managers with opening/closing procedures and class setup.
- Support students and members with projects as needed.

Qualifications

- Positive attitude and strong work ethic.
- Excellent attention to detail.
- Ability to multitask in a fast-paced environment.
- Comfortable learning new equipment and technology.
- Strong organizational and time management skills.
- Dependable, punctual, and able to work independently.

- Excellent communication and customer service skills.
- Retail, production, or creative studio experience is a plus but not required.
- Must be at least 18 years of age due to the operation of studio equipment and workplace safety requirements.

Physical Requirements

- Stand and walk for extended periods.
- Lift up to 50 pounds.
- Bend, reach, and perform repetitive hand movements.
- Work safely around studio equipment.

What We're Looking For

We're seeking someone who enjoys staying busy, takes pride in producing quality work, and enjoys helping customers. The ideal Studio Technician is dependable, versatile, detail-oriented, and enjoys working as part of a collaborative team.

Compensation

- Part-time hourly position (10-20 hours per week)
- Starting pay: \$12.00 per hour
- Opportunities for additional hours during peak seasons and special projects

Perks of Working at Oasis Pottery

- Keep 100% of your tips.
- Enjoy complimentary studio access outside of work—similar to a membership—including kiln firing for your personal projects (within reasonable use).
- Work in a fun, creative, and supportive environment surrounded by art and community.
- Opportunities to learn new pottery and studio skills.
- Flexible part-time scheduling
- Additional hours available during events / busy seasons

Apply Here:

<https://www.oasispottery.com/join-our-team>

Questions?

Contact Martha! martha@oasispottery.com