

Administrative Director

Job Description

Job Title: Administrative Director
FLSA: non-exempt, part time
Reports to: Board of Directors
Prepared Date: February 2024
Prepared By: NCPG Special Committee
Location: In-person/ hybrid

The Northern Colorado Potters' Guild & Studio (NCPG) was founded in 2005 by a group of local potters. Our mission: We are a 501(c)(3) non-profit organization that promotes ceramic arts in our community by offering pottery classes, workshops, skill shares, clay sales, donations, fundraisers, and annual pottery sales.

We have over eighty functional, sculptural, and creative artists as members of our Guild. Together we share a working studio, embrace our love of pottery, and create ceramic art.

Members support NCPG through membership fees, donations and annual pottery sales. Members support our community through art donations, Potters with A Purpose activities, and ceramic education.

Summary:

This position is crucial to the mission and progress of The Northern Colorado Potters' Guild. The Administrative Director oversees the daily operations of the guild, membership, and classes. This position will support the Board of Directors to lead NCPG towards new endeavors and operations that advances our mission. This position promotes and emulates a culture of community, learning, and artistry at NCPG.

Essential Duties:

Included, but are not limited to:

- Supervise Facility Manager including coaching, reviews, delegation, schedule, etc.
- Sign contracts and other instruments for guild functionality.
- Align activities of the guild with the requirement of non-profit status and mission. Liaison and outreach to outside public and organizations.
- Report to Board of Directors. Present monthly revenue/expense and balance reports to The Board of Directors. Make reports and other duties as required by The Board of Directors.
- Present annual revenue/expense, balance, and budget to the general membership. Report new and exiting members to board monthly, including members in arrears.
- Collect initial membership fees. Ensure members are participating in service commitments on behalf of NCPG, as described in NCPG Rules & Regulations. Provide follow up notifications to members in arrears.
- Correspond on behalf of The Board of Directors and NCPG.
- Review and accept membership applications and resignations. Screen new applicants, familiarize them with purposes and requirements of organization upon initial application and final admittance. Communicate and coordinate onboarding of new members, including part, or all, of new member orientation.
- Delegate duties to members and or member committees in accordance with NCPG Rules and

Regulations. This may include marketing and membership support.

- Manage registration for all ceramics classes and workshops. Publish and post information regarding classes and workshops online and other marketing avenues. Communicate with the fundraising chair and treasurer to promote classes and workshops. Hire contracted class instructors.
- Listen and be responsive to member's ideas and concerns, escalate to The Board of Directors as needed.
- Coordinate and prepare marketing material and social media for Guild fundraisers, events, programs, and sales. Acquire quotes and communicate with Treasurer for all pricing and advertising activity.
- Maintain website for prospective and current members, class participants, and the public.
- Coordinate electronic and/or paper mailing for guest invitations or announcements as needed. Maintain and update guild event email list. Design, update, and submit guild brochures for printing.
- Coordinate volunteers. As necessary, request a committee of two non-board members to aid in duties.

Financial Responsibility:

- Collaborate with Board of Directors to create and support annual budget.

Other Duties and Responsibilities:

- Oversee purchase of supplies, tools, and equipment for all guild activities.
- Keep secure recordings of front door key.
- Maintain current contact list of all membership.
- Move monies from classes and workshops to guild accounts.

Qualifications and Experience:

- Two or more years experience in management, preferably a mix of facility and people management. Experience in HR topics and OSHA.
- Professional communication skills individually and publicly, and volunteer supervision.
- Ability to master software including Quickbooks, Excel, Google Workspace, and website development.
- Marketing, design, and social media skills to excel in duties of the position.
- Budgeting experience, preferably in a non-profit setting
- Experience developing a role and discerning process improvement.
- Dependable with high professional integrity.
- Excellent time management and flexibility.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, talk or hear. The employee is required to reach with arms, stoop, kneel, press, and lift. Must be able to ascend and descend stairs while carrying up to 50 pounds. Ability to move and shift 50 pounds or more. Must be familiar and able to wear protective gear.

Work Environment and Hours:

This position is hybrid remote, partially working within the Northern Colorado Potters' Guild studio. As a working studio you may be exposed to slippery surfaces, working around equipment, exposure to ceramic materials including silica.

Hours are estimated at an averaged 40 hours per month. Job hours are flexible but at times require a variety of hours based on seasonal events and membership needs, including weekends and evenings. Hours exceeding averaged 40 per month must be approved by The Board of Directors in advance.

Disclaimer:

This job description is not an all-inclusive statement of every duty and responsibility required of the employee. This job description may change over time as approved by The Board of Directors.

Facility Manager

Job Description

Job Title: Facility Manager
FLSA: non-exempt
Reports to: Administrative Director
Prepared Date: February 2024
Prepared By: NCPG Special Committee
Location: In-person

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Summary:

This position is integral to the facility function and membership experience of the guild. The Facility Manager oversees the function of the shared Guild space, including its equipment and materials. This position reports to the Administrative Director and supports the The Board of Directors in the Guild's mission. This position promotes and emulates a culture of community, learning, and artistry at NCPG.

Essential Duties:

Included, but are not limited to:

- Perform general maintenance and repair of all Guild equipment and property. Routinely check equipment including potters' wheels, kilns, sinks, pumps, and slab roller.
- Organize general maintenance and repair of all Guild facility systems: electrical, HVAC, and plumbing.
- Onboard and oversee facility assistants and glaze masters.
- Volunteer coordination including facility assistants.
- Assign probationary tasks to new members. Ensure new members are aware of policies including use of facilities, use of equipment, and cleaning. Delegate duties to members and or member committees in accordance with NCPG Rules and Regulations.
- Communicate with Board Members, Administrative Director, and Bookkeeper as needed to support duties. Report maintenance and repair needed. Maintain kiln supplies and requests. Communicate with the building owner regarding facility maintenance, repairs, and upgrades.
- Oversee purchase of supplies, tools, and equipment for guild activities.
- Ensure and support OSHA safety standards for facility.
- Escalate unresolved issues to Administrative Director or Board, as directed.

Other Duties and Responsibilities:

- Cover facility assistant duties as needed: Oversee good working order of kilns and glaze supply. Move wares through kilns, maintain firing records, prepare charge sheets, facility cleaning, clean traps, etc.
- As needed, remind members and students of rules and regulations of Guild, including behavioral standards. Tactfully intervene when members or students rules or regulations are not followed or when safety issues present.

Qualifications and Experience:

- Two years experience in ceramics, including materials safety and kiln management. Clear knowledge of firing, glazes, safety precautions, and common ceramic equipment.
- Experience in supervision, leadership, and/or volunteer coordination.
- Clear and thoughtful communication skills
- Ability to discern need for outside support for repairs and upgrades.
- Experience managing a complex space with various ceramic equipment and tools.

Financial Responsibility:

- Communicate with Administrative Director to support annual budget.

Physical Demands:

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Work Environment and Hours:

This position operates within the Northern Colorado Potters' Guild studio. As a working studio you may be exposed to slippery surfaces, working around equipment, exposure to ceramic materials including silica.

Hours are estimated at an averaged 40 hours per month. Job hours are flexible but at times require a variety of hours based on seasonal events and membership needs, including weekends and evenings. Hours exceeding averaged 40 per month must be approved by The Board of Directors in advance.

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