

- Not run any studio classes or events that do not pay for themselves, knowing that the Shop inherently requires more pre-payments and risk.
- Making money for us is only a means to an end to allow us to grow, pay our employees well, improve our property, increase our advertising or sponsorships, give donations to the community, etc. We will never let the making of money for it's own sake be the "bottom line".

**4. Running our daily business in a way that is consistent with environmental stewardship, and is careful of all the resources that are in our care.**

- Reuse resources whenever possible (recycle clay, plastic, etc.)
- Find ways to use recycled products in the shop for packaging, gift-wrapping, etc.
- Encourage our artists to obtain their supplies from local or recycled sources.
- Try to use energy & natural resources efficiently when possible for gas, electric, water.
- Seek to use glazes, etc. that do not further pollute the land, air and water.

**5. Pursuing justice through the economic development of the town of which we are part (Beaver Falls), and to work toward its improvement for the betterment of the community of which we are an integral part.**

- Work cooperatively with other local businesses whenever possible in event programing, education, and advertising.
- Promote the benefits of settling a business here—demonstrate that it can be done.
- Shop locally from fellow businesses whenever possible.
- Maintain our commercial status (as opposed to Non-Profit) so that we contribute financially to the town via taxes.
- Do occasional art projects or beautifications in the city of Beaver Falls.



# Core Values Statement

*To serve and enhance the Kingdom of God by:*

- 1. Affirming and promoting art and beauty in its many forms, and specifically pottery.**
  - Create and educate an adult ceramics community for both hobby and professional work.
  - Nurture High School/College age when possible to help them identify future possibilities.
  - Provide *some* children's class to expose children to the joy and basic skills of pottery.
  - Expose the public to affordable art, and to expand the market for locally made items.
  - Give space and or structures for local artists to meet and connect with other like-minded "creatives".
  - Provide credibility to the need for art and creativity in our culture, and find thinnovative ways to help the public or educational systems interact with it.
  - Keep our studio to a size that maintains personal feel and small community.
  
- 2. Relating to all people (students, customers, artists, etc.) in our circle with compassion, nurture and care; seeking to expose them to new experiences and the goodness that art brings into people's lives.**
  - Treat each customer with kindness and interest, regardless of their economic status, situation, or appearance. Give each customer time and attention as desired.
  - Tell the stories of how products were made or supplied to enhance their value and connection to the customer.
  - Though we encourage our sales associates to suggest items for purchase, at NO time will we force, coerce or manipulate customers into buying. Fighting the cultural norms of consumerism and materialism, we encourage our customers to buy carefully and thoughtfully.
  - Knowing that creating art makes people vulnerable and overly sensitive, we seek to treat pottery students kindly and with encouragement. We seek to create an environment that consists of a healthy balance of challenge and support, and that our environment is not overly critical or self-important.
  - We model a way of interacting with people both within employee relations, teaching situations, and creating art that helps people feel welcome and valued at any level of ability.
  
- 3. Making enough money to pay our employees fairly and at local market rates, to be able to pay our expenses on time, and to utilize local and just economic systems for all our purchases & services.**
  - We will sell our products at rates that allow us to both cover the expenses of running the shop and give the artists a fair wage. We value the role of the artist and the difficulty of making a living as one. As a contribution to this endeavor, we seek to give the artist as much as we can afford.
  - To charge fair rates for our services, as the local market allows.

3. **Keep the studio in orderly condition by:**
  - a. Wiping down surfaces as necessary for cleanliness.
  - b. Mopping studio floors as needed.
  - c. Keeping track of tools and maintaining them.
  - d. Ordering new tools & supplies as needed in consultation with the owner.
  - e. Reporting any equipment problems to the owner and repairing such equipment as able.
  - f. Utilizing an organizational system for good workflow and utilization of studio space.
  - g. Keeping the studio in a good working order in general.
  - h. Supervising interns when doing studio duties.
  - i. Coordinating responsibilities with SCS cleaning staff personnel and cooperative scheduling.
  
4. **Be trained and available to serve as relief/substitute staffing for the Shop side as needed.**
  - a. Be well versed in customer service and maintain a demeanor fitting of a warm, inviting gift shop.
  - b. Maintain a working knowledge of the sales software "Square", and process of sales and packaging.
  - c. Maintain a familiarity with SCS's process of consignment, types of artists, etc.
  
5. **Assisting the staff team with craft fairs and seasonal events, parties where needed by:**
  - a. Taking a shift or recruiting volunteers to fill time slots.
  - b. Assisting the Events Coordinator with packing, setup, and teardown of products and displays as needed.
  - c. Planning, packing, setup, performance, and teardown of possible pottery wheel demonstrations as needed.
  
6. **Make pottery to sell as needed and as arranged with owner for large external orders and Stray Cat Studio logo pieces.**
  
7. **Other duties as assigned by the owner that lend to the proper and efficient functioning of the Stray Cat Studio as a whole.**



## Job Description STUDIO MANAGER (30-35 hrs./wk.)

In general, the Studio Manager is responsible for all aspects of the “Studio Side” (as opposed to the “Store Side”) of the Stray Cat Studio, and for setting a welcoming and encouraging “tone”. He/She will maintain all physical aspects of the studio in terms of firings, equipment upkeep, inventory, etc.

He/She will also be expected to manage the growing educational component of the Studio by overseeing all tasks associated with producing and advertising both adult and children’s programming (brochures, scheduling, registration, etc.), as well as helping students in a friendly manner when they are working in the Studio on their own. He/She will also be responsible for other duties as assigned, such as assisting with craft fairs, special parties held in the studio, making pottery to sell for large orders, and special events held off-site.

### *Specifically, the Duties of the Studio Manager are as follows:*

1. Manage the kiln firings, clay & glazes of the Stray Cat Studio by:
  - a. Firing student, staff and member pottery work in kilns.
  - b. Recycling clay using the mixer/pug mill.
  - c. Ordering new clay as needed in consultation with the owner.
  - d. Mixing new glazes as needed, and keeping them labeled and orderly.
  - e. Maintaining glaze supply in conjunction with the Owner, and have a working knowledge of glaze formulation and modification.
  - f. Keeping glaze sample board up to date.
  
2. Manage the educational/marketing component in conjunction with the owner by:
  - a. Planning/researching classes for the upcoming seasons.
  - b. Planning summer events and camps and assigning instructors.
  - c. Prepare and execute all stages of the class brochure each quarter.
  - d. Suggesting new educational opportunities or developing programs to be innovative and dynamic.
  - e. Teaching classes as needed, ideally one per term.
  - f. Maintaining positive relationships with teachers and students and outside community/neighbors.
  - g. Answering questions/student concerns in studio with a helpful attitude.
  - h. Communicating with students and teachers via e-mail, FB posts, etc. (maintain a separate mail list?).



The Stray Cat Studio in Beaver Falls, PA  
announces an opening for the position of

# Pottery Studio Manager (30-35 Hrs./wk.)

(\*\*This position could possibly be broken into 2 smaller positions for the right candidates:  
Educational Director and Studio Technician)

## *A bit about Stray Cat Studio*

We are and do many things. The Stray Cat Studio is divided into two main aspects:

1) The Pottery Studio offers many classes for adults and kids, as well as rental space for professional artists who would like to use our Studio as their “home”. From our studio, we also supply external pottery orders for coffee shops, restaurants, etc. who are looking for local pottery to sell or use.

2) Secondly, we are an Artisan Gift Shop that carries handmade goods from primarily Western Pennsylvania artists, craftsmen and artisans. The Gift Shop provides Wedding and Baby Registries services, sales, demonstrations of artist's techniques, art fairs, and events for the community.

The ideal candidate will have the following ESSENTIAL characteristics:

- Be able to affirm our Core Values (see attached)
- A warm, inviting, & helpful personality that welcomes students, customers and other staff to the studio area and creates a “safe” and enjoyable learning/working environment.
- A thorough working knowledge of all elements of a ceramics studio for mid-range (Cone 5-6) electric kiln firing. Knowledge of other firing methods a plus.
- An ability to teach classes as needed (ideal would be 1 class/session).
- An ability to manage/lead and multi-task the physical aspects of the Studio’s workings, oversee the educational program, supervise interns and new employees as required, as well as the personal relationships of prospective and on-going student contact.
- A “team player” who works hard to further the mission of the larger organization, not just the “studio side” or his/her own work/artistic style.

Interested candidates should apply *with 3 references* to:

Renée Suhr, 507 Seventh Ave., Beaver Falls, 15010

Or by e-mail: [straycatarts@gmail.com](mailto:straycatarts@gmail.com)

\*\*Position will remain open until filled by most suitable candidate(s)\*\*

Questions? (724)494.9347